



Request for Competitive Sealed Proposals

CSP#22-009 Camera System Upgrade

Proposals are due June 1, 2022 at 2:00 p.m. and will be accepted at the following location only:

Friendswood Administration Building
302 Laurel Drive
Friendswood, TX 77546
Attention: Kim Dingell – Business Coordinator

Submissions should be delivered in a sealed envelope and marked “CSP #22-009 Camera System Upgrade”.

NOTE: Friendswood ISD reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the CSP and posted on the District’s website, under the Purchasing page for your convenience.

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Introduction

Friendswood ISD has six school campuses within 15 square miles and an enrollment of approximately 6065 students. The District's beliefs and Call to Action are as follows:

Friendswood ISD's Strategic Plan

Call to Action: Through authentic experiences and relationships, FISD will graduate confident learners equipped with the knowledge, skills, and character to thrive in and contribute to a global society.

Our Beliefs

We believe...

1. That learning is meaningful, relevant and ever-evolving which motivates students, educators, parents, and community members to be lifelong learners.
2. Students learn best and succeed in a space where they feel heard, seen and connected.
3. Student-teacher relationships are key to student success.
4. Education has a responsibility to value and support all students' dreams and aspirations.
5. Learning is unique to an individual's passions and needs.
6. Public education provides well rounded educational opportunities for all.
7. Communication, collaboration and real-world connections lead to profound learning.
8. Interpersonal relationships and connections are vital to the learning of and the development of civility and respect.
9. Education for the future provides for the ability to learn and problem solve.
10. Every student has a right to a safe learning environment.
11. Relevant, authentic, engaged learning provides the best opportunity for true growth.
12. A well-rounded student is the product of academic, social, and emotional learning.
13. A quality education creates a bridge for all students to become independent contributing adults

Friendswood Independent School District

Camera replacement - New installation

Friendswood I.S.D. is seeking bids for the project “Camera System Upgrade” at five campuses in the district. The project will have four different installation objectives:

1. Installation of an IP camera where one never existed.
2. Replacement of an existing failing IP camera.
3. Replacement of an existing analog camera.
4. Replacement of existing analog camera with IP camera.

The district is looking to replace failed cameras and install new cameras for coverage in areas that currently are not adequately covered.

There currently is a mixture of Analog (CVBS) and IP cameras at 2 locations; Friendswood High School and Friendswood Junior High. The other 3 campuses (Westwood, Bales, Windsong) have IP cameras. The breakdown is listed for each campus along with a detailed map of the areas.

Within each campus, some locations may require multi-sensor cameras to cover the proposed coverage area. Other areas can be served by a single sensor camera. It will be the bidders’ responsibility to suggest the correct model type to serve the area where coverage is needed.

All new network cabling required for the project should be pulled to the closest IDF or MDF location and conform to TIA and EIA standards.

Licenses required to add cameras to the DVR will need to be provided by the bidder. MAC addresses of the DVR’s will be provided by FISD to facilitate this purchase. The number of licenses needed is contained in the campus information sheets.

Close out documentation of drop numbers, cable paths, camera names, camera model number, camera MAC address, and camera login credentials used is required.

Request for Competitively Sealed Proposals

Legal Notice

Friendswood Independent School District is soliciting Competitive Sealed Proposals for Camera System Upgrades at five campuses across the district; Friendswood High School, Friendswood Junior High, Bales Intermediate, Westwood Elementary, and Windsong Intermediate. Submitted proposals must be marked “CSP #22-009 Camera System Upgrade”. Responses must be delivered to Friendswood Independent School District, 302 Laurel Drive, Friendswood, TX 77546, where they will be received until 2:00 P.M., CST on June 1, 2022. The CSP packet can be downloaded from the district website at www.myfisd.com or publicpurchase.com. A Walk-through of the five campuses will take place on May 20, 2022 at 9:00 AM CST and is strongly recommended. The Friendswood Independent School District reserves the right to postpone, to accept or to reject any and all proposals as it deems to be in its best interest and to waive formalities and reasonable irregularities.

Request for Proposals

Proposals will be received until 2:00 PM CST on June 1, 2022 for “CSP # 22-009 Camera System Upgrade” for Friendswood Independent School District. Competitively sealed proposals are subject to all of the conditions and specifications attached hereto and will be received at the location listed below.

Friendswood ISD Administration Building
302 Laurel Dr.
Friendswood, TX 77546
Attn: Kim Dingell – Business Coordinator

The proposal shall be marked on the front of the envelope “CSP #22-009 Camera System Upgrade” and also marked on the envelope with the respondent’s return address. Friendswood ISD reserves the right to reject any and all proposals and to waive any minor technicalities to take the action which it deems to be in the best interest of Friendswood ISD.

Offerors must submit a complete response to this CSP, including all required documents, to provide a responsive proposal.

- Proposals are due no later than 2:00 PM CST on June 1, 2022. The proposals must be delivered by mail or hand delivered in a sealed envelope or carton. Proposals received after 2:00 PM CST on June 1, 2022 will not be considered or accepted.
- Please submit the following:
 - One (1) hard copy marked “original” – include signed required forms
 - One (1) hard copy marked “copy”
- FAX, email or other electronic proposals will not be accepted.
- All questions should be presented in the form of an email to Kim Dingell – Business Coordinator at kdingell@fisdk12.net. In the email subject line, type: Questions CSP No. 22-009 Camera System Upgrade.
- Q & A and Addenda will be posted on our website:
www.myfisdk.com/departments/purchasing/vendor-information and
publicpurchase.com
- Proposals must be plainly marked with name and address of the Offeror and the CSP number and Title above.

Deliver Sealed Proposals to: Friendswood ISD Administration Building 302 Laurel Dr. Friendswood, TX 77546	Contact Person: Kim Dingell Business Coordinator kdingell@fisdk12.net
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Late Proposals

Any proposal submitted after the time specified for receipt will not be considered and will be returned unopened.

Altering, Amending, Withdrawing Proposal

No proposal may be altered, amended, or withdrawn after the specified time for opening proposals.

Standard Terms and Conditions

1. Drop shipments may be refused if they are not labeled with a Friendswood ISD purchase order number. Bidder will be required to pay re-delivery charges, if omitted from the paperwork.
2. Amendments to responses will represent a true and correct statement and shall contain no cause for claim of omission or error.
3. No responses may be withdrawn without District approval. Quantity requirements are a close approximation, but the right to make variations is reserved. The Board of Trustees of the Friendswood Independent School District reserves the right to reject any and all offers and to waive any formalities or irregularities and to make the award of the contract in the best interest of the School District.
4. In the event any article to be sold or delivered hereunder is covered by any patent, copyright, trademark, or application thereof, the seller shall indemnify and hold harmless the District from any and all loss, cost expenses and legal fees on account of any claims, legal actions, or judgments on account of manufacture, sale or use of such article in violation, infringement or the lack of rights under such patent, copyright, trademark or application.
5. In accordance with Texas Education Code Chapter 44.031(f) and Government Code 2254.003, Selection of Provider; Fees.;
 - a. A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services based on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
 - i. On the basis of demonstrated competence and qualifications to perform the services; and
 - ii. For a fair and reasonable price.
 - b. The professional fees under the contract may not exceed any maximum provided by law.
6. Friendswood ISD reserves the rights to accept or reject all or any part of any response, waive minor technicalities, and award the response to best serve the interest of the District. All protests must be filed in writing with the Director of Purchasing within 10 days.
7. Payments will be made within 30 days after receipt of original invoice for each services rendered (where services have been received in good order). **Only the company listed on the signed proposal document shall invoice and receive payment for those services.**

All invoices shall be mailed to: FISD Accounts Payable Dept., 302 Laurel Drive, Friendswood, Texas 77546 or emailed to: accounting@fisdk12.net.

8. Per SB 1, Sec. 44.034, 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 Felony Conviction Notification must include a general description of the conduct resulting in the conviction of a felony.
9. Friendswood ISD is exempt from all applicable Federal and State Tax. Tax-exempt information will be furnished upon request.
10. If at any time the respondent fails to fulfill or abide by the terms, conditions, or specifications of this contract, Friendswood ISD reserves the right to cancel upon 30 days written notification.
11. Insurance coverage is required in the Notice to Offerors, a copy of current coverage for General Liability, Workman's Compensation and Employer's Liability with Statutory Limits, Automobile Liability, Errors and Omissions, and Excess Liability shall be furnished with the response. After board approval of the contract, bidder shall name Friendswood ISD as the Certificate Holder and additional insured.
12. Friendswood ISD reserves the right to make single, multiple or no award and as deemed in its own best interest.
13. By submitting a response to this CSP, vendor acknowledges that Friendswood ISD is subject to the Texas Public Information Act ("TPIA"). As such, upon receipt of a request under the TPIA, Friendswood ISD is required to comply with the requirements of the TPIA. In the event the request involves documentation that proposer has clearly marked as confidential and/or proprietary, Friendswood ISD will provide the vendor with the noticed under the TPIA. The vendor acknowledges that it has the responsibility to file exceptions with the Texas Attorney General's Office on why the documents identified as confidential and/or proprietary fall within an exception to public disclosure.
14. **PLEASE NOTE:** All responders shall submit a list of at least three (3) references from companies and/or school districts for which bidder has provided similar products. References should include the company name, contact name, and telephone number. Responses submitted without three (3) references may be disqualified from consideration.
15. The District does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services.

Evaluation Criteria for Award

FISD will consider the following criteria to evaluate the proposals in the form of a weighted score based on the following information and points:

Criteria Detail

1. Price – **50 points**
2. The Offeror's experience and reputation – **15 points total**
 - *Reference Sheet submitted, page 31* – **10 points**
 - *Past Relationship with the district* – **5 points**
3. The quality of the Offeror's goods or services – **25 points**
 - *Products and Services quoted*
4. The impact on the ability of the District to comply with rules relating to historically underutilized businesses – **0 points**
5. The Offeror's safety record – **0 points**
6. The Offeror's proposed personnel and sub-offerors – **0 points**
7. Whether the Offeror's financial capability is appropriate to the size and scope of the project – **0 points**
8. Any other relevant factor specifically listed in the request for bids, proposals, or qualifications.
 - Price held for 30 days from Bid Due Date June 1, 2022 – **10 points**

100 points TOTAL

Proposals may be evaluated by an Evaluation Committee comprised of key Friendswood ISD personnel in order to fairly evaluate all qualified proposals. Evaluation by committee members will be combined into one score, which will be compared to the other proposals.

Solicitation Schedule

The following is the anticipated solicitation schedule including a brief description for dates:

Date	Event
May 11, 2022	Advertise/Issue Dates
May 20, 2022	Pre-Bid Walk-Through (5 campuses) 9:00 AM CST – 2:30 PM CST Meet at Westwood Elementary 506 Edgewood Friendswood, TX 77546
May 25, 2022	Last Day for Questions at 2:00 PM CST
June 1, 2022	CSP Opening/ Due Date at 2:00 PM CST
June 13, 2022	FISD Board Meeting for recommendation to Award

NOTE: FISD reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the CSP and posted on the District's website, under the Purchasing page for your convenience.

Pre- Bid Walk Through

Date: May 20, 2022 at 9:00 AM CST

- Attendees are required to sign Bid Sign-In sheet and show ID to campus for visitor badge
- Start: Begin at Westwood Elementary and Review Bid Information
- All questions must be submitted by email to kdingell@fisdk12.net, the email Subject Line should read “CSP 22-009 Camera System Upgrade.
- All questions will be answered in Addenda posted on district website; myfisd.com and publicpurchase.com
- Last Day for Questions: May 25, 2022 at 2:00 PM CST
- Bid Due Date: June 1, 2022 at 2:00 PM CST

Location/Timeline

9:00 AM CST	Westwood Elementary 45 minutes	506 W. Edgewood Friendswood, TX 77546
10:00 AM CST	Bales Intermediate 45 minutes	211 Stadium Lane Friendswood, TX 77546
11:00 AM CST	Friendswood High School 1 hour	706 Greenbriar Friendswood, TX 77546
12:00 PM CST	Windsong Intermediate 45 minutes	2100 W Parkwood Friendswood, TX 77546
1:00 PM CST	Friendswood Junior High 1 hour	1000 Manison Parkway Friendswood, TX 77546

Do not contact the campus for any questions. All questions should be emailed to kdingell@fisdk12.net.

I.D. required to walk campuses.

Specifications

(High School, Junior High, Bales Intermediate, Westwood Elementary, Windsong Intermediate)

Bidders need to include all items necessary (licenses, configuration, wiring, mounting and adjustment) to have a complete and functional system at the time of installation completion.

- All wiring that is to be installed must be plenum rated and conform to TIA and EIA standards for CAT6 cabling.
- Wiring should follow existing paths to the respective IDF/MDF. If no path exists, necessary J-hooks must be installed to the red iron so the wiring is suspended and not laying on ceiling grids or hard ceilings.
- All penetrations of inside walls are to be sleeved and firestop caulked.
- All penetrations of outside walls are to be sealed to prevent water, wind, rain, animals, insects or smoke from entering the building.
- The wire is to be blue or white in color and be either Superior Essex Series 77 or Berk-Tek Lanmark-6
- Any patch panels that need to be added will be Leviton 24 port (49255-H24)
- All jacks will be Leviton CAT6 and Orange in color(61110-RO6)
- All cameras to be added should be Hanwha Techwin Wisenet. Each camera proposed needs to be selected in order to give optimum coverage of the focal area.
- **The project start date will be determined when it is mutually agreeable between the district and the awarded vendor. Work is to be fully completed by July 31, 2022.**

Access to Campus Maps

Campus Maps will be made available upon request by contacting Kim Dingell at kdingell@fisdk12.net.

Scope of Work

Friendswood High School

Currently in place: Mix of Analog and IP cameras on Exacq DVR

Requesting:

Location	FHS 1 st Floor Front	FHS 2 nd Floor Front	FHS Downstairs M/S	FHS Upstairs M/S	FHS Café/Gyms
Existing to Replace	0 Analog	1 Analog	2 Analog	2 Analog	4 Analog
New Additions	9 IP	2 IP	5 IP	3 IP	1 IP

*Maps available upon request to kdingell@fisd12.net

Per the maps there are 9 existing cameras that need to be replaced. These cameras are analog CVBS 24 VAC powered.

New camera additions - exterior

On overhang by door 8

On overhang by door 3

On overhang by door 37

On overhang edge by door 37

On building by door 11

New camera additions - interior

On ceiling outside room 332

On ceiling outside room 204

On ceiling outside room 346

On ceiling outside room 306

On ceiling in library 1

On ceiling in library 2

On ceiling outside room V105

On ceiling outside room 1011

On ceiling outside room 1019

On ceiling outside room 1022

On ceiling outside room 1039

On ceiling outside room 2001

On ceiling outside room 2052

On ceiling outside room 2011

6 Camera License seats will need to be provided. There are 4 DVR's in the system so the licenses should be distributed among all the DVR's.

CAT6 wiring for the additions will need to be provided. All camera network drops are to be landed on Leviton CAT6 Orange RJ45 jacks (61110-RO6) at the patch panel side. Existing patch panels may be used provided there is open space. If no open space exists a Leviton 24 port patch panel (49255-H24) is to be provided.

Network horizontal cabling may be Blue or White in color. Must conform to CAT6 standards.

Must be plenum rated.

(Superior Essex Series 77 or Berk-Tek Lanmark-6)

Penetrations of the building's exterior walls are to be properly weather sealed during the installation. New penetrations of interior firewalls are to be sleeved and fire sealed. Wire pulled through existing firewall sleeves that contain fire sealing caulk will need to be re-sealed.

Scope of Work

Friendswood Junior High

Currently in place: IP cameras to replace Analog cameras on Exacq DVR

Requesting:	Location	FJH 1 st Floor	FJH 2 nd Floor
	Existing Analog to Replace	7 IP	0
	New Additions	18 IP	4 IP

*Maps available upon request to kdingell@fisd12.net

Per the map there are 7 existing cameras that need to be replaced. These analog cameras are to be replaced with IP cameras.

New camera additions - exterior

- On breezeway of car rider line position 1
- On breezeway of car rider line position 2
- On breezeway of car rider line position 3
- On building by door 24
- On building between door 17 and 18
- On building by door 14
- On building by door 3

New camera additions - interior

- On ceiling of hallway outside 6103
- On ceiling of hallway outside 6119
- On ceiling of hallway outside 6120
- On ceiling of hallway outside 2105
- On ceiling of hallway outside 2100
- On ceiling of hallway outside 7120
- On ceiling of hallway outside 7105
- On ceiling of hallway outside 7138
- On ceiling of hallway outside 7130/3101
- On ceiling of hallway outside door 9
- On ceiling of hallway outside 4105
- On ceiling of hallway outside 6205
- On ceiling of hallway outside 8205
- On ceiling of hallway outside 8222
- On ceiling of hallway outside 8240

29 Camera License seats will need to be provided.

CAT6 wiring for the additions will need to be provided. All camera network drops are to be landed on Leviton CAT6 Orange RJ45 jacks (61110-RO6) at the patch panel side. Existing patch panels may be

used provided there is open space. If no open space exists a Leviton 24 port patch panel (49255-H24) is to be provided.

Network horizontal cabling may be Blue or White in color. Must conform to CAT6 standards.

Must be plenum rated.

(Superior Essex Series 77 or Berk-Tek Lanmark-6)

Penetrations of the building's exterior walls are to be properly weather sealed during the installation. New penetrations of interior firewalls are to be sleeved and fire sealed. Wire pulled through existing firewall sleeves that contain fire sealing caulk will need to be re-sealed.

Scope of Work

Bales Intermediate School

Currently in place: All IP cameras on Exacq DVR

Requesting:	Existing to Replace	5 IP
	New Additions	7 IP

*Maps available upon request to kdingell@fisd12.net

Per the map there are 5 existing cameras with sun damage that need to be replaced.

New camera additions - exterior

On breezeway between Bales and Westwood

On building by door 24

On building above door 1

On building under breezeway by door 2

New camera additions - interior

On wall of cafeteria

On ceiling of hallway between office and pod A

On column in library

5 Camera License seats will need to be provided.

CAT6 wiring for the additions will need to be provided. All camera network drops are to be landed on Leviton CAT6 Orange RJ45 jacks (61110-RO6) at the patch panel side. Existing patch panels may be used provided there is open space. If no open space exists a Leviton 24 port patch panel (49255-H24) is to be provided.

Network horizontal cabling may be Blue or White in color. Must conform to CAT6 standards.

Must be plenum rated.

(Superior Essex Series 77 or Berk-Tek Lanmark-6)

Penetrations of the building's exterior walls are to be properly weather sealed during the installation. New penetrations of interior firewalls are to be sleeved and fire sealed. Wire pulled through existing firewall sleeves that contain fire sealing caulk will need to be re-sealed.

Scope of Work

Westwood Elementary School

Currently in place: All IP cameras on Exacq DVR

Requesting:	Existing to Replace	3 IP
	New Additions	16 IP

*Maps available upon request to kdingell@fisd12.net

Per the map there are 2 existing cameras with sun damage that need to be replaced. 1 camera in the cafeteria needs to be replaced because it performs poorly.

New camera additions - exterior

Front Playground

Middle of car rider line

Crosswalk

Bike rack

Field/track playground

New camera additions - interior

Front office hallway outside 6

Front hallway outside 16/17

Front hallway outside 18/19

Front hallway outside 24/25

Library 45 left

Library 45 right

Back hallway outside 54/55

Back hallway outside 46/47

Back hallway outside 42/43

Back hallway outside 35/36

Back hallway outside 30/31

15 Camera License seats will need to be provided.

CAT6 wiring for the additions will need to be provided. All camera network drops are to be landed on Leviton CAT6 Orange RJ45 jacks (61110-RO6) at the patch panel side. Existing patch panels may be used provided there is open space. If no open space exists a Leviton 24 port patch panel (49255-H24) is to be provided.

Network horizontal cabling may be Blue or White in color. Must conform to CAT6 standards.

Must be plenum rated.

(Superior Essex Series 77 or Berk-Tek Lanmark-6)

Penetrations of the building's exterior walls are to be properly weather sealed during the installation. New penetrations of interior firewalls are to be sleeved and fire sealed. Wire pulled through existing firewall sleeves that contain fire sealing caulk will need to be re-sealed.

Scope of Work

Windsong Intermediate School

Currently in place: All IP cameras on Exacq DVR

Requesting:	Existing to Replace	7 IP
	New Additions	6 IP

*Maps available upon request to kdingell@fisd12.net

Per the map there are 7 existing cameras with sun damage that need to be replaced.

New camera additions - exterior

On building by door 4

New camera additions - interior

On wall in cafeteria

On ceiling of hallway between office and pod A

On ceiling of hallway by teachers' lounge

On ceiling of hallway by room A6

On ceiling of hallway by pod D/E

6 Camera License seats will need to be provided

CAT6 wiring for the additions will need to be provided. All camera network drops are to be landed on Leviton CAT6 Orange RJ45 jacks (61110-RO6) at the patch panel side. Existing patch panels may be used provided there is open space. If no open space exists a Leviton 24 port patch panel (49255-H24) is to be provided.

Network horizontal cabling may be Blue or White in color. Must conform to CAT6 standards.

Must be plenum rated.

(Superior Essex Series 77 or Berk-Tek Lanmark-6)

Penetrations of the building's exterior walls are to be properly weather sealed during the installation. New penetrations of interior firewalls are to be sleeved and fire sealed. Wire pulled through existing firewall sleeves that contain fire sealing caulk will need to be re-sealed.

Required Forms

Bidder's Proposed Pricing/Quote (Exhibit A)
Reference Sheet
Certification of Compliance with Specifications
Certification of Criminal History Record Information
Certificate of Interested Parties – Form 1295 Conflict of Interest
Disclosure
Conflict of Interest Questionnaire
Felony Conviction Notification
Non-Collusion Statement
Insurance Requirements – General Services
State Certifications
Vendor Request Form
W-9 Form
Checklist of Required

Exhibit A

Bidder's Proposed Pricing/Quote

Reference Sheet

School District Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email Address: _____

School District Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email Address: _____

School District Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Certification of Compliance with Specifications

The undersigned person declares that he or she is legally authorized to bind the firm hereby represented, and that the firm being represented is authorized to do business in the State of Texas, and hereby that he or she has examined and fully comprehends the requirements and specifications for the Friendswood ISD.

We propose to furnish said items or services quoted and guarantee that, if the order is place with us, we shall furnish said items in accordance with your specifications ad requirements unless otherwise indicated.

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Email Address _____

Signature _____

Deviation Statement

In the event the undersigned bidder intends to deviate from the specifications, the bidder must fully document and list each deviation in complete detail including reasons for the deviation. General statements may not be acceptable.

ANY DEVIATION FROM PUBLISHED SPECIFICATIONS MUST BE IDENTIFIED ON THE ENCLOSED DEVIATION FORM. FAILURE TO ABIDE BY THIS REQUEST MAY RESULT IN A BIDDER BEING DISQUALIFIED.

Alternate request:

Bidders must submit to owner, ten (10) working days prior to bid opening, in writing, a request for approval of any equipment they contemplate furnishing as an alternate to items specified. Bidder must also submit, with this request any deviations from this specification. Failure to do so will result in rejection of proposed bid.

AWARD

The award will be made to the lowest responsible bidder meeting specifications. It is not the policy of the Friendswood ISD to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which requirement, terms of delivery, past service and experience are among the factors that be considered in determining the responsible bidder.

In the event the low bidder refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder.

This bid will be awarded to the low bidder for each line item meeting specifications or the total bottom line bid at the discretion of the Friendswood ISD.



**CERTIFICATION OF CRIMINAL HISTORY RECORD INFORMATION
REVIEW BY SERVICE CONTRACTOR**

Certifying Affidavit submitted to:

Name of School District: _____

Mailing Address: _____

Project/Agreement: _____

STATE OF TEXAS §

COUNTY OF _____ §

(1) The undersigned representative, on behalf of the contracting firm identified below, swears and affirms to _____ Independent School District (the “District”) the following (please check the option that applies):

☐ Such firm has obtained, reviewed and verified, from a law enforcement or criminal justice agency, the criminal history record information of all employees of the contracting firm who (i) have or will have continuing duties related to the contracted services, and (ii) have or will have direct contact with students (substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional District employee). The undersigned further certifies that no employees of the contracting firm who meet the requirements of (i) and (ii) herein have been convicted of any offense identified in Section 22.085 of the Texas Education Code or prohibited by District policy.

☐ Such firm has ensured that all employees of the contracting firm have submitted to

the DPS all information necessary for use in obtaining criminal history record information, but such firm does not have access to the results of the criminal history search.

- ☐ No employees, including the undersigned, have or will have direct contact with students, as defined by Tex. Admin Code §153.1101(7).
- ☐ If the public work involves an existing “instructional facility,” as defined by Tex. Ed. Code §46.001, such firm certifies that (1) the public work area contains sanitary facilities and is separated from all areas used by students by a secure barrier fence that is not less than six feet in height; and (2) that the contractor has adopted a policy prohibiting employees, including subcontractor employees, from interacting with students or entering areas used by students, informs employees of the policy, and enforces the policy at the public work area. Such firm further certifies that it has an ongoing responsibility to make a reasonable effort to ensure that the aforementioned conditions/precautions continue to exist throughout the time that the contracted services are provided.

(2) The undersigned firm swears and covenants that no present or future employee of the contracting firm, no present or future independent contractor, and no present or future employee or independent contractor of any subcontractor of the contracting firm, will provide services to the Project on a continuing basis that involve direct contact with students unless and until such employee’s or independent contractor’s national criminal history record information has been reviewed, cleared and certified, as required herein. In the event of an emergency, an employee or independent contractor who has not been previously certified may only provide services that involve direct contact with students if such employee is escorted by a District employee.

(3) The undersigned firm swears and covenants that, upon receipt of information, directly or indirectly, that any employee or independent contractor of the contracting firm has been convicted of an offense identified in Section 22.085 of the Texas Education Code or prohibited by District policy, the contracting firm will immediately remove or cause the removal of such employee from the Project or scope of the Agreement and notify the District.

(4) If applicable, the undersigned agrees that its use of the District's DPS LEE Pass account/number to obtain criminal history information in no way creates any agency relationship between the District and the undersigned or its employees.

_____, being duly sworn, affirms and certifies that he/she is the _____ (position) of _____ (contracting firm), and that all statements and acknowledgements contained herein are true and correct, and that he/she has the authority to bind such firm to the covenants set out above.

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____, 20_____.

Notary Public _____ State of _____

My Commission expires _____

FRIENDSWOOD ISD CERTIFICATE OF INTERESTED PARTIES – FORM 1295

(2020 Update)

Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission’s online filing application, printed out, signed, and submitted with proposal to Friendswood ISD)

Friendswood ISD is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 applies to a contract of Friendswood ISD that (1) requires an action or vote by the Friendswood ISD Board of Trustees before the contract may be signed; (2) has a value of at least \$1 million; or (3) is for services that would require a person to register as a lobbyist under Tex. Gov’t Code Chapter 305. If applicable, the business entity must submit a Disclosure of Interested Parties (Form 1295) to Friendswood ISD at the time business entity submits the signed contract/proposal. The Form 1295 requirement does not apply to: (1) a contract with a publicly traded business entity or wholly owned subsidiary of the same; (2) an electric utility; or (3) a gas utility. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission.

“Interested Party” means a person:

- a) who has a controlling interest in a business entity with whom Friendswood ISD contracts; or
- b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity. TEX. GOV’T CODE § 2252.908(1).

“Business Entity” means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation. TEX. GOV’T CODE § 2252.908(3).

“Controlling interest” means:

- a) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
- b) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
- c) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. *Subsection (c) does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.* TEX. ETHICS COMM. RULE 46.3(c).

“Intermediary” means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- a) receives compensation from the business entity for the person’s participation;
- b) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- c) is not an employee of the business entity. TEX. ETHICS COMM. RULE 46.3(e).

As a “business entity,” vendors must electronically complete, print, sign, and submit Form 1295 with their proposals even if no interested parties exist.

Proposers must file Form 1295 electronically with the Texas Ethics Commission using the online filing application, which can be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. Proposers must use the filing application on the Texas Ethics Commission’s website to enter the required information on Form 1295. Proposers must print a copy of the completed form, which will include a certification of filing containing a unique certification number. The Form 1295 must be signed by an authorized agent of the business entity.

The completed Form 1295 with the certification of filing must be filed with Friendswood ISD by attaching the completed form to the vendor’s proposal. Friendswood ISD must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30th day after the contract is approved by Friendswood ISD. After Friendswood ISD acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website with seven business days after receiving notice from Friendswood ISD.



CONFLICT OF INTEREST DISCLOSURE

The following is issued in accordance with State Law and FISD Board Policy BBFA (LEGAL). Failure to make disclosure shall be grounds for termination of any contract entered into with said vendor or proposer.

1. The undersigned states that he/she nor the company listed herein has never had or does not have a business relationship with a Board member, member of the Administration or a member of the Staff of Friendswood Independent School District regardless of the nature or amount.

Signed: _____

Printed Name: _____

OR

2. The undersigned states that he/she and/or the company listed herein has had or does have a business relationship with a member of the Board, Administration or Staff of Friendswood Independent School District regardless of the nature or amount.

Signed: _____

Printed Name: _____

If you signed under #1, you do not need to complete the Conflict of Interest Questionnaire (Form CIQ).

If you signed under #2, you *must* complete the Conflict of Interest Questionnaire (Form CIQ).



FELONY CONVICTION NOTIFICATION

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

You must check A, B or C and sign below:

- ☐ A. Our firm is a publicly held corporation, therefore, this reporting requirement is **not applicable**.
- ☐ B. Our firm **is not** owned or operated by anyone who has been convicted of a felony.
- ☐ C. Our firm **is** owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Individual(s): _____
(attach additional sheet if necessary)

Details of Conviction(s): _____
(attach additional sheet if necessary)

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

Company Name: _____

Authorized Official's Name (Printed): _____

Signature of Company Official: _____ Date: _____

NON-COLLUSION STATEMENT

The undersigned Proposer, by signing and executing this proposal, certifies and represents to the **Friendswood Independent School District** that Proposer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by Section 1.07 (a)(6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this proposal;

the Proposer also certifies and represents that Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal;

the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the **Friendswood Independent School District** concerning this proposal on the basis of any consideration not authorized by law;

the Proposer also certifies and represents that Proposer has not received any information not available to other proposers so as to give the undersigned an advantage with respect to this proposal;

the Proposer further certifies and represents that Proposer has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the **Friendswood Independent School District** in return for the person having exercised the person's official discretion, power or duty with respect to this proposal;

the Proposer certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any office, trustee, agent or employee of the **Friendswood Independent School District** in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal;

the Proposer certifies that the Proposer has not prepared this proposal and will not prepare any future proposals arising from this Request for Proposal (RFP) in collusion with any other respondent, and that the content of any future proposals arising out of this RFP will not be communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the District's selection of a contractor for this RFP.

FIRM NAME

ADDRESS

CITY/STATE/ZIP

TYPED NAME OF REPRESENTATIVE(S)

SIGNATURE OF REPRESENTATIVE(S)

DATE



INSURANCE

Unless otherwise agreed to by FISD, the Supplier shall carry insurance with responsible carriers acceptable to FISD rated A or better, by A.M. Best with minimum limits of liability coverage, as stated below, against claims for damages caused by bodily injury, including death, to employees and third parties, and claims for property damage. The Supplier shall furnish certificates of insurance (Acord Form) to FISD indicating compliance with this paragraph.

Type of Coverage	Minimum Limits
1. Commercial General Liability	\$1,000,000 Combined Single Limit; \$500,000 Combined Single Limit Each Occurrence
2. Automobile Liability: Bodily Injury & Property Damage for all owned, non-owned vehicles and hired vehicles.	\$1,000,000 Combined Single Limit Each Occurrence
3. Workers' Compensation and Employer's Liability	As statutory provisions require in the State of Texas
4. Employer's Liability	\$500,000 Each Accident; \$500,000 Disease Policy Limit; \$500,000 Disease Each Employee
5. Excess Liability	\$500,000 Each accident; \$500,000 Aggregate
6. Professional Liability (errors and omissions) will be required.	

The Supplier shall submit evidence with the proposal and again at the time of any execution of the contract/agreement that it has in full force and effect all insurance requirements listed above prior to the commencement of any work. The Supplier shall maintain such insurance in full force and effect throughout the duration of the contract/agreement. In the event that it is not commercially feasible to maintain insurance during the period required by the contract/agreement, Supplier shall supply FISD with equivalent assurance to the required insurance, acceptable to FISD.

FISD shall be named as an additional insured on the automobile and commercial general liability policy. FISD shall be named as an alternate employer on the workers' compensation policy. A waiver of subrogation shall be issued in favor of FISD in the workers' compensation, automobile and commercial general liability policies. The Supplier's insurance provider(s) shall provide FISD with original certificates of insurance, acceptable to FISD. Insofar as allowed by law, such certificates shall indicate an agreement by each carrier not to cancel or significantly diminish coverage without a minimum of thirty (30) days prior written notice to FISD. In the event there is a deductible on any policy, the Supplier may be asked to provide evidence to the satisfaction of FISD that it is able to satisfy the deductible.

Notices regarding insurance and **cancellation or changes** should be mailed to:

Kim Dingell, Business Coordinator
Friendswood Independent School District
302 Laurel Drive
Friendswood, Texas 77546

FISD reserves the right to require additional insurance coverage to be carried by the Supplier as deemed desirable by FISD, depending on the type of project.

Self-insurance: A Supplier who self-insures for workers' compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers' Compensation Commission. By signing the Certification Sheet, the Supplier certifies that he/she possesses such certificate, and shall furnish a copy of the certificate with the response.



STATE CERTIFICATIONS FORM

Date:		Federal Tax ID# :	
Vendor Name:			
Printed Name of Representative:			
Title:			
Signature:			

CERTIFICATION REGARDING TERRORIST ORGANIZATIONS

[Govt Code 2252 (**SB252**)]

Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State.

 Initials of Authorized Representative of Vendor

CERTIFICATION REGARDING BOYCOTTING OF ISRAEL

[Govt Code 808 (**HB89**)]

The following certification shall apply 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 \$100,000.00 or more.
- (Otherwise, this certification is not required.)

Pursuant to Chapter 2270 of the Texas Government Code, the Vendor hereby certifies and verifies that neither the Vendor, nor any affiliate, subsidiary, or parent company of the Vendor, if any (the "Vendor Companies"), boycotts Israel, and the Vendor agrees that the Vendor and Vendor Companies 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 any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

 Initials of Authorized Representative of Vendor



VENDOR REQUEST FORM

NOTE: SUBMISSION OF THIS FORM DOES NOT GUARANTEE YOUR COMPANY IS AN APPROVED VENDOR. This Vendor Request Form is intended to gather basic vendor information and identify those vendors desiring to do business with FISD. This form does not imply or guarantee receipt of any notification to bid or request for proposal.

Company Name:	
Types of Goods/Services:	
Contact Person:	
Title:	
Remit to Address:	
Phone:	
Email:	
Website Address:	

PURCHASING COOPERATIVES

FISD prefers to purchase under government cooperative contracts when possible. If applicable, please check any cooperatives your company currently has a contract with. (A complete list of purchasing cooperatives that FISD uses can be found on our website: <https://myfisd.com/information-for-vendors>)

BuyBoard	HCDE - Choice Partners	DIR
US Communities	Region 4 – TCPN/National IPA	OMNIA
Region 5 - SE Texas	Region 6 – EPIC6	Region 8 - TIPS
Region 19 – Allied States	Region 20 - PACE	TxSmartBuy
Other:		

BID NOTIFICATIONS

Bid notifications and request for proposals (RFP's) for all goods, commodities and services are advertised in the *Galveston County Daily News* and/or the *Friendswood Reporter News*.

Effective 9/1/2018, Friendswood ISD's Purchasing Department began using *Public Purchase*, a web based e-procurement service. In order to receive our electronic bid notifications, you must register online with this new system. Instructions can be found on our website: <https://myfisd.com/information-for-vendors>

Completed forms should be submitted to (email is preferred):

Carol Blain, Purchasing Coordinator cblain@fisd12.net

Friendswood ISD – Purchasing Dept.

302 Laurel Drive; Friendswood, TX 77546

281-482-1267 Ext 6608

Document Checklist

- ❖ Bidder's Proposed Pricing/Quote
- ❖ Reference Sheet
- ❖ Certification of Compliance with Specifications
- ❖ Certification of Criminal History Record Information
- ❖ Certificate of Interested Parties – Form 1295
- ❖ Conflict of Interest Disclosure
- ❖ Conflict of Interest Questionnaire (if applicable)
- ❖ Felony Conviction Notification
- ❖ Non-Collusion Statement
- ❖ Insurance Requirements – General Services
- ❖ State Certifications
- ❖ Vendor Request Form
- ❖ W-9 Form