

**Hallettsville ISD**  
**PO Box 368, Hallettsville, TX 77964**  
Phone: (361) 798-2242 ext. 410      Fax: (361) 798-5902

---

## Instructions to Bidders

**INVITATION FOR BIDS/PROPOSALS:**

Sealed bids/proposals are being solicited for the merchandise, supplies, services and/or equipment as set forth in this Bid Invitation by the Hallettsville Independent School District (hereafter called the District) in accordance with the attached specifications, terms and conditions.

**Bids should be addressed and delivered to:**

**Hallettsville ISD**  
**Attn: Kristin Marak**  
**PO Box 368 (mailing), 302 North Ridge Street (physical)**  
**Hallettsville, TX 77964**

**Bid Opening & Deadline Date and Time: March 01, 2019 @ 2:00 P.M.**

**Completed bid documents must be received by Hallettsville Independent School District before the due date to be considered. Faxed bids or related communications will not be accepted. Late proposals will be returned to the bidder unopened.**

**One (1) Hard Copy of the Proposal Must be submitted.**

Proposals must be submitted in a sealed, non-transparent envelope. Proposals received without proper signature are not acceptable.

Questions regarding this Bid Invitation should be addressed to one of the below contacts at least 3 working days before the bid opening:

**Transportation Director:**

Donnie Steffek  
dsteffek@hisdbrahmas.org  
361-798-2242 ext. 490

**Business Manager:**

Kristin Marak  
kristin.marak@hisdbrahmas.org  
361-798-2242 ext. 410

## Hallettsville ISD

### *Forms Checklist*

---

---

**Forms Checklist** (This forms checklist is provided for your convenience. Please complete and return all of the attached forms):

- Bid Certification – Form A
- Additional Company Information – Form B
- Out of State Certification – Form C
- Historically Underutilized Business (HUB) Certification – Form D  
(If HUB, attach a copy of your certificate)
- Felony Conviction Disclosure Statement – Form E
- Certification Regarding Lobbying (Federal) – Form F  
(Submit Standard Form-LLL if required)
- Debarment, Suspension, Ineligibility Certification (Federal) – Form G
- Specific Terms and Conditions – Form H
- Deviations/Compliance Form – Form I
- Boycott Israel/Terrorist Organization Form – Form J
- Certificate of Interested Parties- Form 1295 – Form K
- Attachments –
  - HUB Certification Form (if applicable)
  - Disclosure Form to Report Lobbying (Form-LLL) (if applicable)

**Hallettsville ISD**  
***Bid Certification***

**Bid Name: Large Private Passenger SUV & Heavy Duty ¾ Ton 2WD Pick-Up Truck**

**Location of Bid Opening: 302 North Ridge, Hallettsville, TX 77964**

**Administration Office Conference Room**

**Bid Opening & Deadline Date and Time: March 01, 2019 @ 2:00 P.M.**

---

The undersigned authorized representative of bidding company indicated below hereby acknowledges/certifies:

1. That he/she is authorized to enter into contractual relationships on behalf of the bidding company indicated below, and
2. That he/she has carefully examined this Bid Notice, the accompanying Bid Forms (whether in printed or electronic form), and the General Terms and Conditions and Item Specifications associated with this Bid Invitation, and
3. That he/she proposes to supply any products or services submitted under this Bid Invitation at the prices quoted and in strict compliance with the General Terms and Conditions, and Item Specifications associated with this Bid Invitation, unless any exceptions are noted in writing with this bid response, and
4. That if any part of this bid is accepted, he/she will furnish all products or services awarded under this bid at the prices quoted and in strict compliance with the General Terms and Conditions, and Item Specifications associated with this Bid Invitation, unless any exceptions are noted in writing with this bid response, and
5. That any and all exceptions to the General Terms or Conditions of this bid have been noted in writing in this bid response, and that no other exceptions to the General Terms or Conditions will be claimed.

\_\_\_\_\_  
Name of Bidding Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Telephone Number of Authorized Representative

\_\_\_\_\_  
Position or Title of Authorized Representative

\_\_\_\_\_  
Fax Number of Authorized Representative

\_\_\_\_\_  
Web site address

\_\_\_\_\_  
E-mail address of Authorized Representative

**Hallettsville ISD**  
***Additional Company Information***

---

Company Name (Please Print) \_\_\_\_\_

**Contact Person Information:**

If contact person or mailing address is different than Form A, please specify below:

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Position or Title of Contact Person \_\_\_\_\_

Phone Number of Contact Person \_\_\_\_\_

Fax Number of Contact Person \_\_\_\_\_

Email address of Contact Person \_\_\_\_\_

---

**Certification:** I certify that the information provided above is correct.

---

Signature of Authorized Representative

# Hallettsville ISD

## *Out Of State Certification*

As defined by Texas House Bill 602, a “nonresident bidder” means a bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

I certify that my company is a “**Resident Bidder**”:

\_\_\_\_\_  
Company Name (Please Print)

---

---

I certify that my company qualifies as a “**Nonresident Bidder**”

(NOTE: You must furnish the following information: )

Indicate the following information for your “**Resident State**”: (The state your principal place of business is located in)

\_\_\_\_\_  
Company Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

A. Does your “resident state” require bidders whose principal place of business is in Texas to underbid bidders whose resident state is the same as yours by a prescribed amount or percentage to receive a comparable contract? (“Resident State” means the state in which the principal place of business is located.)

- Yes
- No

B. What is the prescribed amount or percentage? \$ \_\_\_\_\_ or \_\_\_\_\_ %

---

---

**Certification:** I certify that the information provided above is correct.

\_\_\_\_\_  
Signature of Authorized Representative

## Hallettsville ISD *(Hub) Certification*

Bidding companies that have been certified by the Texas Building and Procurement Commission (TBPC) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation. The electronic catalogs will indicate HUB certifications for vendors that properly indicate and document their HUB certification on this form.

I certify that my company has been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form. **(Required documentation for recognition as a HUB).**

Minority

Small Business

Woman Owned

My company has NOT been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB).

---

Company Name (Please Print)

---

Signature of Authorized Representative

**Hallettsville ISD**  
***Felony Conviction Disclosure Statement***

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (1), 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 has been convicted of a felony. A 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.

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

- My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.
- My firm is not owned or operated by anyone who has been convicted of a felony.
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

---

---

---

---

Company Name (Please Print)

---

Signature of Authorized Representative

**Hallettsville ISD**  
***Certification Regarding Lobbying (Federal)***

---

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

---

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 certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

---

Company Name (Please Print)

---

Signature of Authorized Representative

Disclosure of lobbying activities form can be found at  
<http://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.pdf>



**Hallettsville ISD**  
***Debarment, Suspension, Ineligibility Certification***

---

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –  
Lower Tier Covered Transactions

---

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733).

(Before completing certification, read attached instructions.)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Company Name (Please Print)

---

Signature of Authorized Representative

---

Date

**Instructions for Suspension/Debarment Certification Statement**

1. By signing and dating the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred or suspended by a federal agency on the date signed.
  
2. The prospective bidder shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  
3. Federal and State penalties exist for vendors and districts that knowingly enter into contracts with suspended/debarred persons.

# Hallettsville ISD

## *Specific Terms and Conditions*

### INSTRUCTIONS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF PROPOSAL

1. This Invitation for Proposals is for a **Large Private Passenger SUV** and a **Heavy Duty ¾ Ton 2WD Pick- Up Truck**. The equipment covered in the specifications is referred to by manufacturer's trade name in order to establish minimum standards.
2. The vehicles will be selected after consideration of the specifications submitted by bidders. Any deviation from the established specifications shall be noted on the bid sheet. City and date of delivery shall also be stated on the bid sheet.
3. **All fees, title and license, discounts, rebates, etc. need to be included in the total purchase price.**
4. **The District is exempt from Federal Excise Tax, State, and Local Tax.** Do not include tax in your bid totals. If it is determined that tax was included in the bid, it will not be included in the tabulation or any awards. Tax exemption certificate will be furnished upon request.
5. Hallettsville ISD is a "GM Qualified Fleet Customer" and has a GM Fleet Account Number (FAN). **Please include any available fleet discount in the total purchase price.**
6. Trade names and reference catalogs or brochures which describe vehicle options, styles, colors, etc., shall be furnished with the bid sheet. **Include standard equipment listing, technical specifications list, and/or window sticker information.**
7. Once the winning bid is selected and the purchase approved by the Board of Trustees, delivery of vehicles will be after March 18th, but before August 1, 2019.
8. The minimum specifications on passenger vehicles are as follows:

#### **A. Large Private Passenger SUV**

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MODEL     | Chevrolet Suburban, GMC Yukon XL or similar; 4-door; seating up to 9; equipped with all safety features required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| YEAR      | 2019 or newer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| ENGINE    | V8 Engine (5.3 Liter or larger)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| COLOR     | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| TRIM      | To be selected on order                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| EQUIPMENT | <b>Heavy Duty Towing Package</b> , Enhanced Driver Alert Package, Lane Keep Assist, Low Speed Forward Automatic Braking, Rear Axle 3.42 Ratio, Factory Air Conditioning, Power Steering, 4-Wheel Anti-lock Brakes, Bluetooth Capabilities, Automatic Transmission, Cruise Control, Dual Mirrors, Day Time Running Lights, Front Split Bench Seat, Cloth Seats with Fabric Protector Applied, <b>WeatherTech Floor Mats (or something similar)</b> on all Floor Surfaces, Intermittent Wipers, Tilt Steering Wheel, Power Door Locks, Power Windows, and at least two sets of keys |

**Hallettsville ISD**  
***Specific Terms and Conditions***

**B. Heavy Duty ¾ Ton 2WD Pick-Up Truck**

MODEL Chevrolet Silverado 2500 HD, GMC Sierra 2500HD or similar; 4-door; seating up to 6; equipped with all safety features required.

YEAR 2019 or newer

WHEEL BASE Short Wheel Base

ENGINE Engine V8 (6.0 Liter or larger)

COLOR White

TRIM To be selected on order

EQUIPMENT **Heavy Duty Towing Package**, Enhanced Driver Alert Package, Lane Keep Assist, Low Speed Forward Automatic Braking, Rear Axle 4.10 Ratio, Factory Air Conditioning, Power Steering, 4-Wheel Anti-lock Brakes, Bluetooth Capabilities, Automatic Transmission, Cruise Control, Dual Mirrors, Day Time Running Lights, Front Split Bench Seat, Cloth Seats with Fabric Protector Applied, **WeatherTech Floor Mats (or something similar)** on all Floor Surfaces, Intermittent Wipers, Tilt Steering Wheel, Power Door Locks, Power Windows, and at least two sets of keys

**Hallettsville ISD**  
***Specific Terms and Conditions***

**A. Proposal Form: Large Private Passenger SUV**

1. Primary Proposal \$ \_\_\_\_\_ **Per Unit**  
**(include all fees, title and license, discounts (i.e. fleet discount), rebates, etc. in purchase price)**

Vehicle Make/Model: \_\_\_\_\_

Horsepower: \_\_\_\_\_ Wheel Base: \_\_\_\_\_

Engine Displacement: \_\_\_\_\_ Liter (Cu. In)

EPA Miles Per Gallon: \_\_\_\_\_ Highway \_\_\_\_\_ City

2. How long is the warranty period on Automobiles? \_\_\_\_\_

3. What does the warranty cover? \_\_\_\_\_

\_\_\_\_\_

4. Please enter any special comments, clarify specific points, or expand on any material presented in the questions (DRIVER AIR BAG, DUAL AIR BAG):

\_\_\_\_\_

\_\_\_\_\_

5. If awarded this proposal, we agree to furnish the vehicle(s) to the delivery city and by the delivery date indicated at no additional cost:

CITY OF DELIVERY: \_\_\_\_\_

DATE OF DELIVERY: \_\_\_\_\_

\_\_\_\_\_

(Company Name)

\_\_\_\_\_

(Signature)

(Title)

**Hallettsville ISD**  
***Specific Terms and Conditions***

**B. Proposal Form: Heavy Duty ¾ Ton 2WD Pick-up Truck**

1. Primary Proposal \$ \_\_\_\_\_ **Per Unit**  
**(include all fees, title and license, discounts (i.e. fleet discount), rebates, etc. in purchase price)**

Vehicle Make/Model: \_\_\_\_\_

Horsepower: \_\_\_\_\_ Wheel Base: \_\_\_\_\_

Engine Displacement: \_\_\_\_\_ Liter (Cu. In)

EPA Miles per Gallon: \_\_\_\_\_ Highway \_\_\_\_\_ City

2. How long is the warranty period on Automobiles? \_\_\_\_\_

3. What does the warranty cover? \_\_\_\_\_

\_\_\_\_\_

4. Please enter any special comments, clarify specific points, or expand on any material presented in the questions (DRIVER AIR BAG, DUAL AIR BAG):

\_\_\_\_\_

\_\_\_\_\_

5. If awarded this proposal, we agree to furnish the vehicle(s) to the delivery city and by the delivery date indicated at no additional cost:

CITY OF DELIVERY: \_\_\_\_\_

DATE OF DELIVERY: \_\_\_\_\_

\_\_\_\_\_

(Company Name)

\_\_\_\_\_

(Signature)

(Title)

**Hallettsville ISD**  
***Specific Terms and Conditions***

**Evaluation Factors and Points Available**

The evaluations committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

|                                                                      |            |
|----------------------------------------------------------------------|------------|
| Proposal (professional, complete, detailed)                          | 10         |
| Reputation of Proposer and of the Proposer's goods or services       | 15         |
| Extent to which the goods or services meet the needs of the District | 35         |
| Proposer's past relationship with the District                       | 10         |
| Price Proposal                                                       | 30         |
| <b>Total Possible Points:</b>                                        | <b>100</b> |

**Points of Contact:**

**Transportation Director:**

Donnie Steffek  
dsteffek@hisdbrahmas.org  
361-798-2242 ext. 490

**Business Manager:**

Kristin Marak  
kristin.marak@hisdbrahmas.org  
361-798-2242 ext. 410

**Hallettsville ISD**  
***Deviations/Compliance Form***

If the undersigned bidder intends to deviate from the General Terms and Conditions or Item Specifications listed in this bid invitation, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The District will consider any deviations in its bid award decisions, and the District reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the bidder assures the District of their full compliance with the General Terms and Conditions, Item Specifications, and all other information contained in this Bid Invitation.

- No Deviations
- Deviations as listed

List any deviations your company is submitting below:

---

---

---

---

---

---

---

---

---

Company Name (Please Print)

---

Signature of Authorized Representative

**Hallettsville ISD**  
***Boycott Israel/Terrorist Organization Form***

**Texas Government Code 2270 Verification Form**

House Bill 89 (85R Legislative Session), which adds Chapter 2270 to the Texas Government Code, provides that a governmental entity may not enter into a contract with a company without verification the contracting vendor does not and will not boycott Israel during the term of the contract.

Furthermore, Senate Bill 252 (85R Legislative Session), which amends Chapter 2252 of the Texas Government Code to add Subchapter F, prohibits contracting with a company engaged in business with Iran, Sudan or a foreign terrorist organization identified on a list prepared by the Texas Comptroller.

I, \_\_\_\_\_ as an authorized representative of

\_\_\_\_\_, a contractor engaged by  
Insert Name of Company

Hallettsville ISD, 302 North Ridge, Hallettsville, TX 77964, verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future.

Also, our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

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

\_\_\_\_\_  
Signature of Named Authorized Company Representative

\_\_\_\_\_  
Date



# Hallettsville ISD

## ***Certificate of Interested Parties- Form 1295***

**Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission’s online filing application, printed out, signed, notarized, and attached in proposal response)**

Hallettsville 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 prohibits Hallettsville ISD from entering into a contract resulting from this RFP with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to Hallettsville ISD at the time business entity submits the signed contract. 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 Hallettsville 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.

***“Business Entity”*** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.

**As a “business entity,” all vendors must electronically complete, print, sign, notarize, 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](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, and the form must be notarized.

**The completed Form 1295 with the certification of filing must be filed with Hallettsville ISD by attaching the completed form to the proposal response.**

Hallettsville 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 date the contract binds all parties to the contract. After Hallettsville 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 Hallettsville ISD.