



REQUEST FOR PROPOSALS RFP# 2223-07

GREGORY-PORTLAND ISD

Water Treatment Services

1200 BROADWAY BLVD.

PORTLAND, TEXAS 78374

Issue date: August 17, 2023

Proposal Submission to:

Gregory-Portland ISD
Attention: Chris Casarez
1200 Broadway Ave.
Portland, TX 78374

Deadline for Proposals:

Thursday, 2:00 PM, September 7, 2023

The District is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply.

**REQUEST FOR PROPOSALS (RFP)
FOR
Water Treatment Services**

BACKGROUND INFORMATION

Gregory-Portland Independent School District herein referred to as 'the District' is a tax-exempt educational organization which is a public school district located in Portland, Texas. The District has approximately 4,750 students and operates four elementary schools, middle school, and a high school. The school's board is composed of seven active members, including board members with private sector experience. The District is responsible for the planning, evaluation and oversight of educational programs in this area. The District receives funding from the Texas Education Agency (TEA), the Department of Education (DOE), and the Department of Agriculture.

PURPOSE

The District is seeking qualified vendors to provide water treatment services at designated district facilities.

GENERAL INFORMATION

RFP Requestor: Gregory-Portland ISD
Contact Person: Chris Casarez
Issue Date: August 17, 2023
Deadline for Receipt of Proposals: Thursday, September 7 @ 2:00 PM

Submission of Proposals: An ORIGINAL signed proposal and three (3) copies should be delivered or mailed in a sealed envelope (labeled "RFP# 2223-07 Water Treatment Services") to: Gregory-Portland ISD, Attention: Chris Casarez, 1200 Broadway Ave., Portland TX, 78374.

When submitting a proposal, it is required that proposers have the necessary professional experience, prior training and applicable professional judgment to perform the activities proposed to supply the services requested by this RFP.

SPECIAL NOTE:

The initial contract will be awarded for a one (1) year term, with the right to renew for an additional two (2) years. Each renewal year will be granted in one (1) year increments. The total term of the contract will be for three (3) years pending satisfactory service, sufficient funding, and Board approval.

Proposals received will become part of the District's official files without further obligation to the proposer.

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The District reserves the right to:

accept or reject any and all proposals,

request additional information from proposers,

extend the deadline for submission,

reissue the Request for Proposals,

waive any defect, irregularity, for informality in any proposal or bidding procedure,

retain negotiation right to clarify, or verify any aspect of a submitted proposal in response to the RFP,

negotiate a resulting non-exclusive contract for services with one or more of the qualified proposers responding to this RFP,

require the submission of any price, technical, or other revision to the proposal which results from negotiations conducted.

The District is under no legal obligation to execute a contract resulting from this RFP and intends the materials provided herein only as a means of identifying and considering various contractor alternatives and the general cost of services derived.

The District reserves the right to vary the provisions set forth herein any time prior to the execution of a contract. This RFP does not commit the District to pay for any costs incurred prior to the execution of the contract.

The District reserves the right to negotiate the final terms of any and all contracts with successful proposers. Items that may be negotiated include, but are not limited to, type and scope of activities, implementation schedule, and cost. Contracts negotiated as a result of this RFP may be extended, modified, or de-obligated in the manner set forth in the contract in order to attain the objectives of the District. The negotiated contract shall be a non-exclusive contract for an initial term of one (1) year, which may be extended for up to two additional one-year terms, upon mutual written agreement of the parties and Board approval prior to expiration of the initial or renewal term. Gregory-Portland ISD reserves the right to not renew the contract at the end of the fiscal year. For consideration, proposals must be submitted according to format requirements.

Vendors certify that:

1. Continuing non-performance of the services by the proposer in accordance with the specifications and requirements of the District, or applicable requirements of State or federal

laws and regulations relating to such services, shall be a basis for the termination of the contract by the school district. Cancellation by Gregory-Portland ISD may be made upon (30) days written notice to the successful vendor. Gregory-Portland ISD shall not pay for services, work, supplies, or equipment which are unsatisfactory. Vendors shall be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

2. All prices, fees and Labor Rates must be guaranteed through completion of the contract.
3. The proposal award shall be based on the following factors:

Price: The monetary proposal amount- 50 points

Ability to Meet the District's Needs: Attachments A&B- 20 points

Reputation of Vendors Services: Overall experience and reputation of the vendor with similar size customers- 20 points

Quality of Vendors Response: Response to the Proposer's required documents - 10 points

4. Proposals that do not meet or exceed the specifications and submittal requirements of the RFP may be rejected as non-conforming to the RFP specifications/requirements.
5. It is understood and agreed the school district reserves the right to modify conditions and specifications by mutual agreement with the selected vendor both at the time of acceptance of this proposal offer as modified, and subsequent thereto by 25% or less of the total value of award.
7. All contracts, agreements, and purchases between a vendor and Gregory-Portland ISD shall strictly adhere to the laws set forth in the Texas school law bulletin and other applicable laws and regulations.
8. Proposals will be opened and evaluated after the proposal submittal deadline, with follow-up on references, proposal tabulation, and thereafter possible interview and negotiation of final contract terms with selected vendors.
9. During the performance of this contract, the vendor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, or disability.
10. All contracts and agreements between vendors and Gregory-Portland ISD shall strictly adhere to applicable laws.

SPECIAL NOTE:

The initial contract will be awarded for a one (1) year term, with the right to renew for an additional two (2) years. Each renewal year will be granted in one (1) year increments pending satisfactory service. The total term of the contract will be for three (3) years pending satisfactory service, sufficient funding, and Board approval.

SPECIFICATIONS

Cooling Tower-Condenser System shall be chemically treated to help prevent system fouling from scale, corrosion, and biological growths. The chemical program shall be serviced twice monthly. All chemicals provided shall comply with Federal, State, and city laws and guidelines regulating effluent pollution.

- 1) The proposed chemical treatment program must consist of a combination of a scale and corrosion inhibitor.
- 2) It must also have a non-oxidizing biocide chemical which will effectively control bacteria, algae, and microbiological slime in the cooling water system.
- 3) Must have an oxidizing biocide that will control any biofouling organisms in our water system.
- 4) A closed loop inhibitor designed for the use in hot and chilled water systems that will create a protective barrier on the metal surface which will prolong the life of our chill water systems.
- 5) Suppling and changing filters is required.

SCHEDULE

Services will be performed twice a month and two reports will be expected during that month. Each report must contain:

- 1) Water samples that will be analyzed and measured twice a month.
- 2) Visual inspection of the cooling tower and any comments or concerns.
- 3) Make sure chemical pod system is working and functioning at 100%.
- 4) Chemical treatment feeding rates will be checked.
- 5) Previous month's reports and any concerns must be corrected by following week.

Gregory-Portland ISD is up to date with all preventive maintenance, washed all cooling towers district wide and removed any biological growth from slats, spray nozzles, screens, and strainers. Heads of each condenser has been removed, and tubes have been brushed and inspected.

Should any condenser become fouled by calcium carbonate scale during the life of this agreement, company will chemically clean the system at no additional charge to Gregory-Portland ISD.

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Gregory-Portland ISD Locations:

East Cliff Elementary School

1140 Broadway
Portland, TX 78374

Stephen F. Austin Elementary

308 N. Gregory
Gregory, TX 78359

T.M. Clark/Middle School

2250 Memorial Parkway
Portland, TX 78374

W.C. Andrews Elementary

4015 Moore Avenue
Portland, TX 78374

Head Start

1201 Daniel Moore
Portland, TX 78374

G-P High School

4601 Wildcat Drive
Portland, TX 78374

Gregory-Portland ISD Safety & Security Labor Schedule:

PROPOSAL FORMAT AND PREPARATION

Each proposer must submit one (1) ORIGINAL and three (3) copies of their proposal (for a total of four (4)). One of the copies must be marked "ORIGINAL" and contain original signatures.

Proposal packages should be organized in the manner specified below:

Proposals should be prepared in a concise manner. Clarity of content and completeness are essential.

All proposals must be typed and completed on 8 ½ x 11 paper. Use the Certification by Proposer form (Attachment A) of this RFP as the cover sheet. Each proposal must include a Scope of Work response (Attachment B) of this RFP.

ATTACHMENTS TO BE COMPLETED AND RETURNED WITH EACH PROPOSAL

Important Note: Please submit the Original and three (3) copies of the proposal (a total of 4)

- | | |
|----------------------|---|
| Attachment A. | Certification by Proposer |
| Attachment B. | Statement of Work/Your Proposal |
| Attachment C. | W-9 |
| Attachment D. | Form CIQ: Conflict of Interest Questionnaire |
| Attachment E. | Felony Conviction Notice |
| Attachment F. | Non-Collusion Statement |
| Attachment G. | Suspension or Debarment Certification |
| Attachment H. | References |
| Attachment I. | Certificate of Liability |

ATTACHMENT A

CERTIFICATION BY PROPOSER

Instructions:

1. The application form should be completed and signed by an authorized representative of the vendor.
2. The application must be submitted with all supporting documents and completed certifications.

VENDOR IDENTIFICATION:	
Vendor Name	
Vendor DBA, if appropriate	
Type(s) of Goods or Services	
List any Co-Op contracts such as TCPN, ESC, Buy Board, etc.	
VENDOR CONTACT INFORMATION:	
Vendor Mailing Address:	
Vendor Remit Address: (If different from mailing)	
Vendor Phone Number:	
Vendor Fax Number:	
Vendor Website URL:	
Vendor Email Address: (For distribution of Purchase Orders)	

I hereby certify that the above information is true and correct. I further certify that I am an authorized representative of this vendor.

Vendor Authorized Representative (Print Name)

Title

Vendor Authorized Representative (Signature)

Date

DESCRIPTION OF SERVICES PROVIDED

Provide for Safety & Security services at designated District campuses. Contractors will be answerable to the campus administration as well as designated Central Office staff.

SPECIAL NOTE: All contractors will be required to provide applicable certificates and licenses.

Provide scope of work, specifications, and pricing as **Attachment B**.

SIGNATURE

Signature of Respondent: _____

Date Proposal Form Submitted:

Responses may be mailed, hand delivered, or emailed to

Gregory-Portland Independent School District
Attention: Chris Casarez, Purchasing Coordinator
1200 Broadway Blvd., Portland, TX, 78410
Email: ccasarez@g-pisd.org

ATTACHMENT B

I certify that my proposal is inclusive of all of the requested specifications and schedule outlined in the RFP.

Annual Proposal Amount: \$ _____

List any additional services your organization is willing to provide or are available:

PRINT NAME: _____

Company: _____

By: _____
(signature) (Title) (date)

SPECIAL NOTE:
Attach any other documents required detailing the proposed Scope of Work or your service offerings as part of Attachment B which you feel separates your service from others in the market.

ATTACHMENT H

REFERENCES

Please indicate all required Point of Contact information requested

Name of Company: _____
Address of Reference: _____
Point of Contact: _____
Phone: _____
Email: _____

Name of Company: _____
Address of Reference: _____
Point of Contact: _____
Phone: _____
Email: _____

Name of Company: _____
Address of Reference: _____
Point of Contact: _____
Phone: _____
Email: _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> 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.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>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.</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>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.</p>	
<p>6 <input type="checkbox"/> 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).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity _____</p> <p style="text-align: center;">Date</p>	

FELONY CONVICTION NOTICE

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a) states, "a person or business entity that enters into a contract with a School District must give **advance notice** to the District if the person or 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 contact.

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.

Vendor's Name _____

Authorized Company
Official's Name (please print) _____

A. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official _____ Date: _____

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

Name of Felon(s) _____

Details of Conviction(s) _____

Signature of Company Official _____ Date: _____

C. My firm is a publicly owned, Stock-exchange Corporation; therefore, this reporting requirement is not required.

Signature of Company Official _____ Date: _____

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Section 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (_36)

Vendor Name _____

Authorized Company Official's Name _____

Signature of Company Official _____ Date _____

Vendor E-mail Address _____

Vendor Telephone Number _____