

LASARA

Independent School District

6160 E. 6th Street / P.O. Box 57, Lasara, Texas 78561 (956) 642-3598

February 01, 2017

The Lasara Independent School District is requesting proposals for the purchase of:

**Turnkey Completion of the Lasara Nature Trail
(Proposal # 2016-2017-010417.1)**

Proposals are to be hand delivered or mailed to the attention of Rogelio Cantu, Business Manager, Lasara I.S.D., 6160 E. 6th Street, Lasara, Texas 78561. Please mark your envelope plainly: Turnkey Completion of the Lasara Nature Trail **(Proposal # 2016-2017-010417.1), due date: "Tuesday, February 14, 2017 at 3:00 p.m."** Responses sent by overnight mail should have the proposal # written on the delivery ticket.

Proposals will be accepted until Tuesday, February 14, 2017 at 3:00 p.m., at which time they will be opened. Proposals will be opened, but not read publicly, at the Business Office Conference Room, located at, 6160 E. 6th Street, Lasara, Texas 78561. Any proposals received late will be returned unopened. Lasara ISD is not responsible for proposals misplaced or mailed incorrectly.

The awarding of the proposal will take place at a future public school Board meeting. The Board of Education reserves the right to accept, or reject any and/or all proposals, waive minor technicalities, or to award the proposal to the most responsible offeror which best serves the interest of the District.

Please fill out, sign and submit with your proposal response the enclosed IRS Form W-9 and Conflict of Interest Questionnaire. We look forward to hearing from you.

Sincerely,

-Original Signed-
Ms. Sara Alvarado
Superintendent

-Original Signed-
Rogelio Cantu
Business Manager

VENDOR SUBMITTING PROPOSAL:

LASARA INDEPENDENT SCHOOL DISTRICT

**Turnkey Completion of the Lasara Nature Trail
(Proposal # 2016-2017-010417.1)**

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THIS SHEET DOES NOT HAVE TO BE RETURNED

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The signing of Page 15 indicates understanding and acceptance of this proposal's terms and conditions
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(Proposal # 2016-2017-010417.1)**

THIS SHEET DOES NOT HAVE TO BE RETURNED

IN ORDER FOR YOUR PROPOSAL TO BE CONSIDERED IN THE PROPOSAL PROCESS, THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE PROPOSAL PACKAGE:

SUBMITTED TO
LASARA ISD

DESCRIPTION OF ITEM (Required to be Submitted with Bid Package)	YES	NO	N/A
1. STANDARD TERMS & CONDITIONS (Fill in ALL blank lines as needed, Pages 4-7).	_____	_____	_____
2. FELONY CONVICTION NOTIFICATION (Fill in one of the appropriate sections - A, B or C. Company official signature is required, Page 8).	_____	_____	_____
3. PROPOSAL SPECIFICATION REQUIREMENT FORM (Fill in ALL blank lines as needed, Page 9).	_____	_____	_____
4. SPECIFICATIONS AND COST SHEETS (pages 12-13).			
5. REFERENCE SHEETS (Page 14)	_____	_____	_____
6. NON-COLLUSION STATEMENT & SIGNATURE SHEET (Fill in blank lines on form completely and sign it, Page 15.)	_____	_____	_____
7. CONFIDENTIAL DISCLOSURE STATEMENT (PAGE 16-17)	_____	_____	_____
8. PLEASE SUBMIT THE WHOLE PACKAGE EVEN IF NOT PROPOSING ON ALL ITEMS.			
9. PLEASE SUBMIT THE WHOLE PACKAGE EVEN IF NOT SUBMITTING A "NO BID" PROPOSAL.			

**** (FAILURE TO MANUALLY SIGN THE PROPOSAL WILL DISQUALIFY IT.) ****

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Proposal # 2016-2017-010417.1 – Turnkey Completion of the Lasara Nature Trail

LASARA INDEPENDENT SCHOOL DISTRICT

Turnkey Completion of the Lasara Nature Trail (Proposal # 2016-2017-010417.1)

STANDARD TERMS AND CONDITIONS NOTICE TO OFFERORS

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF THIS PROPOSAL UNLESS SUPERSEDED BY ANY ATTACHED TERMS AND SUPPLEMENTAL CONDITIONS OR SPECIFICATIONS IN WHICH CASE ATTACHED CONDITIONS WILL PREVAIL
ANY EXCEPTIONS MUST BE IN WRITING

1. Proposals should be submitted on this form and continued on any attached list(s) of items offered. Each proposal shall be placed in a separate envelope, sealed and properly identified with the proposal title, proposal number and date to be opened. **Responses sent by overnight mail should have the proposal # written on delivery ticket.**
2. Proposals must be received in the LISD Business Office before the hour and date specified. Late proposals will not be considered under any circumstances and will be mailed back un-opened.
3. Proposals must have original signatures. Faxed responses will not be considered.
4. Proposal prices should be **F.O.B., Lasara ISD, LASARA, TEXAS**, Freight Prepaid.
5. Deliveries under terms of the request for sealed proposals will be in accordance with the dates indicated therein. Whenever no date is indicated, the vendor will enter the earliest date which can be assured. If delays are foreseen, written notice shall be given to the District. Extensions to complete orders will be considered as failure to meet delivery dates, and may result in removal of the vendor from the approved vendors list. All goods are subject to inspection and return at the expense of the vendor if found to be inferior to those specified.
6. Construction shall take place during normal working hours unless prior approval has been obtained from the district.
7. Installation (If included in specifications): The successful proposer shall provide the following services and requirements at no additional cost above the initial proposal price on equipment or material to complete the project. Provide transportation of materials and items necessary to the site, locating them in the proper location for easy access.

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**Turnkey Completion of the Lasara Nature Trail
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STANDARD TERMS AND CONDITIONS (continued)

8. Offer unit price on quantity, if specified, extend and show total, if applicable. In case of error in extension, unit prices shall govern.
9. Proposal prices must be firm for acceptance for **ninety (90) days** from proposal opening date. No proposals may be withdrawn without written approval after a contract has been signed or partial performance of the proposal agreement has begun.
10. **Failure to manually sign proposal will disqualify it.** Person signing proposal should show title or authority to bind their firm to a contract.
11. The district is exempt from Federal Excise Tax, State Tax and Local Tax. Do not include tax in proposal. If it is determined that tax was included in the proposal, it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.
12. **Any catalog, brand name or manufacturer's reference used in the proposal request is descriptive - not restrictive - it is intended to indicate type and quality desired.** Proposals on brands of like nature and quality will be considered. If proposing on other than reference specifications, proposal must include manufacturer, brand, model, etc. of article offered. If brand other than that specified is offered, complete descriptive information of said article must be included with the proposal. If proposer takes no exception to specifications of reference data, brand names, models, etc., as specified, must be furnished.
13. All items offered should be designated "**as specified**" or "**equal**".
14. On items designated "**equal**", samples must be furnished within five (5) working days after proposal opening at no cost to the district, if requested. If not destroyed in examination they will be returned to the proposer upon request at their expense.
15. **All items offered must be new**, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated on the proposal. Failure to submit requested samples may be terms for not considering the proposed item.
16. The District reserves the right to accept or reject all or any part of any proposal, waive minor technicalities and award the proposal to best serve the interest of the District.

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**Turnkey Completion of the Lasara Nature Trail
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STANDARD TERMS AND CONDITIONS (continued)

17. During the performance of this contract, the contractor 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 handicapping conditions.
18. **No Proposal:** All proposal forms should be signed, as needed, and returned even if offeror is unable to submit a proposal at this time, but wishes to remain on proposer's list.
19. **Awarding of Proposal:** This proposal may be awarded to only one vendor. The offeror (vendor) that offers the best value to the District using the criteria for evaluation of proposals listed on page 10 will be awarded.
20. **Substitutions:** Substitutions from the brand(s) proposed will not be accepted unless approved in writing by the Chief Financial Officer. Samples of possible substitution items may be requested at any period.
21. **Cash Refunds:** Cash refunds should **not** be given to **any** individuals for returned items acquired through a purchase order. If cash refunds are necessary, they should be mailed directly to the District's Business Office.
22. **No Guaranteed Volume Quantities:** The Range of Estimated Expenditures is based approximately on a twelve (12) month period. No quantity volume is guaranteed.
23. **Order:** Lasara ISD will order from the successful offeror by signed purchase orders as the supplies are needed and based on the availability of funds. Items to be purchased will be listed in the signed purchase order.
24. **Venue:** Any disputes or litigation that could arise related to this proposal shall have as venue Willacy County in the State of Texas.
25. **Payment Terms:** Payment for items acquired under this proposal will be paid "net, 30 days," after satisfactory receipt of goods and/or services ordered, or receipt of invoice, whichever occurs last.

**Turnkey Completion of the Lasara Nature Trail
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STANDARD TERMS AND CONDITIONS (continued)

- 26. **Indexes/Sheets and Catalogues:** Submit all catalog pricing indexes, sheets, manufacturer's retail pricing index, Material Safety Data Sheet (MSDS), and catalogues, if applicable, with proposal packages for the items requested. The indexes/sheets and catalogues should include the most recent prices. Updated indexes/sheets and catalogues are to be submitted by the approved vendor as changes occur.
- 27. **Term of Contract:** The term of contract will be for one (1) year effective March 01, 2017 or after Board approval, whichever occurs last.
- 28. **Extension Option:** Not Applicable
- 29. **Construction Location:** The construction site is located directly behind (East) the Lasara ISD located at the following address:

**11925 Jones Street
Lasara, Texas 78561**

**Contact: Rogelio Cantu
956-642-5403
956-642-3546 Fax
Hours: 8:00am – 4:30pm
Monday - Friday**

Vendor Name: _____ Initials: _____

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LASARA INDEPENDENT SCHOOL DISTRICT

Turnkey Completion of the Lasara Nature Trail (Proposal # 2016-2017-010417.1)

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.014, 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, 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, BUT THE COMPANY REPRESENTATIVE MUST CHECK OFF A SELECTION BELOW (A, B, OR C)

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions 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 (PRINTED): _____

DATE: _____

******* PLEASE CHECK OFF A SELECTION BELOW *******

() A. My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

() B. My firm is not owned and/or operated by anyone who has been convicted of a felony.

() C. 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): _____

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PROPOSAL SPECIFICATION REQUIREMENTS

TO BE FILLED IN BY OFFEROR AND SUBMITTED WITH PROPOSAL

Is this proposal in conformance with the enclosed specifications?

Yes _____ No _____

If the answer is no, offeror must identify and explain each exception taken, with reference to each page and paragraph to which the exception will apply.

It should be understood that if no exception is taken, the vendor shall supply all items as specified, at the time of sale. Failure to indicate any difference in products offered proposed in this proposal may be deemed sufficient grounds for rejection of a vendor's proposal.

Comments: _____

Date

Company Name

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For further information, please contact:

Rogelio Cantu
rocantu@lasaraisd.net
Business Manager
Lasara Independent School District
6160 E. 6th Street
Lasara, Texas 78561

Evaluation Criteria

According to the Texas Education Code, Subchapter B, Section 44.031 (b), in determining to whom to award a contract, the district shall consider the following:

- (1) the cost to complete the project turnkey;
- (2) the reputation of the vendor and examples of the vendor's goods or services;
- (3) the quality of the vendor's goods or services;
- (4) the extent to which the goods or services meet the district's needs;
- (5) the vendor's past relationship with the district;
- (6) the impact on the ability of the district to comply with the laws and rules relating to Historically Underutilized Business;
- (7) the total long-term cost to the district to acquire the vendor's goods or services;
- (8) any other relevant factor specifically stated in the request for bids or proposals
- (9) the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state

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Points Valuation

	Criteria	Points
1.	the cost to complete the project turnkey;	50
2.	the reputation of the vendor and of the vendor's goods or services – references	10
3.	the quality of the vendor's goods or services – examples of work performed	25
4.	the extent to which the goods or services meet the district's needs; - does the submitted bid meet all the required specifications	5
5.	the vendor's past relationship with the district - favorable or unfavorable relationship with this vendor	0
6.	the impact on the ability of the district to comply with the laws and rules relating to Historically Underutilized Business;	0
7.	the total long-term cost to the district to acquire the vendor's goods or services; - are there any future fixed costs required after this purchase	0
8.	any other relevant factor specifically stated in the request for bids or proposals – Number of days to complete the project turnkey	10
9.	the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state	0
	Total Points	100

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Project Specifications

BACKGROUND:

The Lasara ISD Board of Trustees approved the construction of the Lasara Nature Trail in hopes of providing its students and the community alike a quality exercise facility/venue for running or walking that would promote health and wellbeing for many years to come, while also taking advantage of our unique South Texas terrain/environment.

Given that the school property selected to construct the Lasara Nature Trail was completely covered by brush and mesquite, we took on the job internally of clearing the entire one mile trail, and lay down and flattened approximately 6-10 inches of caliche throughout out the entire 1 mile long, 6 feet wide nature trail.

NOTE: It is important to note that part of the 1 mile long nature trail already contains a professionally constructed 600 foot long, 6 feet wide treated lumber boardwalk, which will not require any work but will need to be incorporated into the completion of the Lasara Nature Trail.

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IMAGE OF THE NATURE TRAIL ON LASARA ISD PROPERTY:



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PROJECT SPECIFICATIONS:

It is the desire of the Lasara ISD Board of Trustees that the trail be all it can be, meaning that because of our limited knowledge of constructing a professional nature trail, one that will stand the test of time in our South Texas weather with minimal maintenance, we seek a vendor to complete the Lasara Nature Trail turnkey.

The Lasara ISD would like to complete the nature trail professionally with all the appropriate materials (i.e., concrete curbing, crushed granite & stabilizer, proper elevation) used in order to ensure the trail stands the test of time, coupled with low maintenance.

PLANNED VENDOR ONSITE MEETING – SATURDAY, 02-11-2017 AT 10:00AM:

The Lasara ISD led by Maintenance/Transportation Supervisor Mr. Robert Rios, will hold an onsite meeting at the Lasara Nature Trail for the purpose of touring the entire trail from beginning to end while answering any questions posed by vendors in attendance.

The intent is to have potential vendors study the area and the terrain associated with the nature trail, but most importantly to ensure there is no doubt as to the expectations of how the Lasara Nature Trail needs to be completed turnkey.

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Pricing Sheet

Item #	Description	Qty	Unit Cost	Discount	Extended Unit Cost
1	<ol style="list-style-type: none"> 1. Prepare caliche, add if necessary and compact to proper elevation to coincide with the concrete curbs to be constructed. 2. Install custom concrete curbs on both sides of the 6 foot wide nature trail. 3. Apply decomposed granite with the proper amount of stabilizer, to ensure a two inch topping of the entire nature trail. <ol style="list-style-type: none"> a. Compact as needed to ensure proper runoff, avoiding future cratering and allowing for low maintenance year around. 				

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Item #	Description	Qty	Unit Cost	Discount	Extended Unit Cost
1a	Performance Bond Fees				
1b	Permit Fees				
1c	Engineering Fees				
1d	Other Cost (if any list in detail)				
1e	Warranty				
1f	Construction Time				
	TOTAL COST				

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Company Name

Initials

Date

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LIST OF REFERENCES

Please provide three (3) Customer References that your company has done work for over the last five (5) years.

1. School District / Business/
Other Entity: _____
Contact Person: _____
School / Business Address: _____
City, State, & Zip Code: _____
Phone/Fax Number: _____
Number of Projects _____
Year Constructed _____

2. School District / Business/
Other Entity: _____
Contact Person: _____
School / Business Address: _____
City, State, & Zip Code: _____
Phone/Fax Number: _____
Number of Projects _____
Year Constructed _____

3. School District / Business/
Other Entity: _____
Contact Person: _____
School / Business Address: _____
City, State, & Zip Code: _____
Phone/Fax Number: _____
Number of Projects _____
Year Constructed _____

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NON-COLLUSION STATEMENT & SIGNATURE SHEET

The undersigned affirms that he/she is duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Offeror, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Further, I affirm that prior to or after the opening of this proposal, I (or any representative of my company) will not discuss the contents of this proposal with any person affiliated with Lasara ISD, other than the Chief Financial Officer or his Lasara ISD Designee prior to the awarding of this proposal. I understand that failure to observe this procedure may cause my proposal to be rejected.

I also affirm that no officer or stockholder of the offeror (bidder) is a member of the staff, or related to any employee or Board Trustee of the Lasara ISD except as noted herein _____
_____.

By signing this proposal, vendor makes the assurance that vendor has not been debarred or suspended from conducting business with the U. S. Government according to Executive Order 12549 entitled "Debarment and Suspension."

I, _____, have read the standard terms and conditions and insurance requirements (Pages 4-7), I fully understand them, and will fully execute them if I am awarded this Proposal.
(Print/Type Name of Company Officer)

I have represented the truth concerning the felony conviction notification. **I have checked off one of the three statements on page 8.**

I fully understand the proposal specifications (page 9-16), and the criteria to be used for evaluating the proposal responses (page 10).

COMPANY _____ EMPLOYER I. D. No. _____
ADDRESS _____
CITY, STATE, ZIP CODE _____
AREA CODE/TELEPHONE/FAX _____ EMAIL _____

SIGNATURE TITLE DATE

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CONFIDENTIAL DISCLOSURE STATEMENT

For purposes of complying with the Texas Public Information Act (the "Act"), we are asking that VENDORS interested in submitting a response to a district's request for bids, proposals or qualifications statements INCLUDE A STATEMENT (THIS FORM) STATING WHETHER NONE, ALL, OR SOME OF THE INFORMATION SUBMITTED WITH THEIR RESPONSES IS CONSIDERED BY THE COMPANY AS CONFIDENTIAL BECAUSE IT MEETS ONE OR MORE OF THE EXCEPTIONS LISTED IN THE ACT.

Failure by the company(s) to fill out and sign this form, will release Lasara ISD of any liabilities in the event Lasara ISD releases information included in their bids, proposals or qualifications statements responses as a result of complying with a request for public records under the Act.

If the Confidential Disclosure Statement is properly filed, and Lasara ISD receives a request for public records under the Act related to such vendor's response, Lasara ISD will seek an opinion from the Texas Attorney General's Office as required.

This Confidential Disclosure Statement is being made by:

_____ to Lasara ISD for the
(Vendor Name)

purpose of non-disclosure of various materials included in this package.

The rights and obligations of the parties with respect to such information are as follows:

1. "Disclosing Party" means a party that discloses Confidential Information under this Request. "Receiving Party" means a party that receives Confidential Information under this Request.
2. "Confidential Information" means information of any kind which is obtained by Receiving Party from Disclosing Party relating to this Request *and which, by appropriate marking, is identified as confidential and proprietary at the time of disclosure.*
3. Notwithstanding the foregoing, Confidential Information shall not include any information that:
 - a) is publicly available prior to the Effective Date, or becomes publicly available thereafter through no breach of this Request by the Receiving Party;

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- b) was known to the Receiving Party prior to the date of disclosure or becomes known to the Receiving Party thereafter from a third party that has no obligation to Disclosing Party to keep such information confidential;
 - c) is independently developed by the Receiving Party without the benefit of Confidential Information of the Disclosing Party, as evidenced by written records; **or**
 - d) must be produced by the Receiving Party pursuant to an order of a court of competent jurisdiction or a valid subpoena, provided that the Receiving Party promptly notifies the Disclosing Party and cooperates reasonably with the Disclosing Party's efforts to contest or limit the scope of such order.
4. The Receiving Party agrees that it will maintain the Confidential Information in confidence using a reasonable standard of care, and no less than the standard of care taken to protect its or his/her own confidential information, and will use such Confidential Information solely for the purposes of evaluating its or his/her interest in participating in a future Requests.
5. **As stated above, in the event Lasara ISD receives a request for public records under the Act related to the vendor's response, Lasara ISD will seek an opinion from the Texas Attorney General's Office as required.**
6. This Agreement shall not be construed as an obligation to enter into a Purchasing Agreement or any other subsequent relationship or agreement.

_____ (vendor) wishes to have the following pages protected under this agreement and not be released to a third party. The following pages are not to be disclosed unless Lasara ISD receives authorization via an opinion from the Texas Attorney General's Office:

- NONE of the Pages in this Request for Proposals is Confidential
- ALL Pages in this Request for Proposals are Confidential
- ONLY Pages _____ are labeled as Confidential

Name of Company or Firm: _____

By: _____ Title: _____

Signature: _____ Date: _____

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LASARA INDEPENDENT SCHOOL DISTRICT

**Turnkey Completion of the Lasara Nature Trail
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**Please fill out this form and fax or email immediately to
Lasara ISD if you intend to submit a proposal.**

Will Submit proposal

Will NOT Submit proposal

Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

Fax Number _____

Contact Name _____

Email Address _____

Please return this page to (956) 642-3546 (fax) or email to rocantu@lasaraisd.net to ensure that you receive any addendum issued, if any.

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