



*Purchasing Department*

*Kristine Johnston, Director of Purchasing*

September 1, 2016

Re: **Video Security System Upgrade  
Request for Proposal #16-09-4999RFP**

**Notice to Proposers**

The Cypress-Fairbanks Independent School District is accepting sealed proposals for the **Video Security Systems Upgrade, Request for Proposal, #16-09-4999RFP**, addressed to the attention of Kristine Johnston, Director of Purchasing, and mailed or delivered to the Windfern Administrative Annex, 12510 Windfern Road, Houston, Texas 77064, will be received until 3:00 PM CDT Thursday, September 15, 2016. **Proposer shall submit one (1) clearly identified original Proposal response and three (3) clearly identified copies** (one of which should be in electronic format). Proposal forms and specifications may be obtained from the Director of Purchasing, phone 281-897-4576, and/or downloaded from our website <http://www.cfid.net/bids>. Please check our website for any updates, addendums or amendments to this bid.

Proposal envelopes should be plainly marked, **Sealed Proposal for Video Security Systems Upgrade #16-09-4999RFP, do not open until 3:00 PM CDT**, Thursday, September 15, 2016. Any proposal received later than the specified time shall be disqualified.

The District has completed a proof of concept that was used to establish the Design Guide for this RFP. **Vendors proposing equivalent products that are not the Design Guide must provide samples.** Samples will need to be addressed to Kim Bowlin, Technology Project Specialist and delivered to the Instructional Support Center – West (ISC-W), 10494 Jones Road, Suite 202A, Houston, Texas 77065. **Samples will be received at this location until 11:00 AM CDT Thursday, September 15, 2016.**

The District reserves the right to reject any and / or all proposals, to accept any proposal deemed most advantageous to the Cypress-Fairbanks Independent School District and to waive any informality in proposing. **Please note that all responding vendors must provide documentation of Exacq Enterprise Certification or storage reseller certification as a pre-qualification condition for this bid request.**

Proposals must be submitted on the attached form. Documents may be attached to the proposal only to support statements made on the proposal document. Any exclusions or exceptions should be written into the documents to assist with a fair evaluation.

Sincerely,

Kristine Johnston  
Director of Purchasing

KJ/ol

Windfern Administrative Annex  
12510 Windfern Road, Houston, Texas 77064-3108  
281-897-4176 FAX 281- 897-4185

P. O. Box 692003  
Houston, Texas 77269-2003

## **TABLE OF CONTENTS**

General Conditions	<b>3</b>
Proposer/Vendor Certification Forms	<b>5</b>
Minority/Women Business Enterprise (M/WBE)	<b>10</b>
Special Conditions	<b>11</b>
Bid Specifications	<b>12</b>
ATTACHMENTS: Certification and Representations	
Proposer's Certification	<b>18</b>
Felony Conviction Notification	<b>19</b>
Conflict of Interest Questionnaire Requirement	<b>20</b>
Texas Ethics Commission Certificate of Interested Parties-Form 1295	<b>21</b>
Certificate of Residency	<b>23</b>
Resident Bidder Form	<b>24</b>
Proposal Acknowledgment Form	<b>25</b>
No Proposal Notifications	<b>26</b>

## **General Conditions**

### **1.0 Scope of the Proposal**

1.1 It is the intention of the Cypress-Fairbanks Independent School District (CFISD and/or the District) to establish an annual contract for the District's Video Security Systems Upgrade. This contract may be renewed annually for (4) four additional years.

1.2 This bid is in fifteen (15) parts: Notice to Proposers, Table of Contents, General Conditions, CFISD Proposer/Vendor Certification Forms, Minority Women Business Enterprise (M/WBE), Special Conditions, Bid Specifications, Proposer Certification, Felony Conviction Notification, Conflict of Interest Questionnaire Requirement, Texas Ethics Commission Certificate of Interested Parties-Form 1295, Certificate of Residency, Resident Bidder Form, Proposal Acknowledgment Form and No Proposal Notification Form.

**2.0 Applicability** – These conditions are applicable and form a part of all contract documents and a part of the terms of all purchase orders for items included in the specifications and bid forms issued herewith.

**3.0 Evaluation** – In evaluating qualified bids, the following considerations will be taken into account for award recommendations:

- 3.1 the purchase price;
- 3.2 the reputation of the vendor and of the vendor's goods or services;
- 3.3 the quality of the vendor's goods or services;
- 3.4 the extent to which the goods or services meet the needs of the District;
- 3.5 the vendor's past relationship with the District;
- 3.6 the long-term cost to the District to acquire the vendor's goods or services;
- 3.7 for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state;
- 3.8 any other relevant factor specifically listed in the request for bid or proposal.

**4.0 Contract** – After bids have been awarded, the District will issue purchase orders to activate the contract.

**5.0 Warranty Conditions** – Equipment shall be new and shall carry the manufacturer's maximum standard warranty.

**6.0 Terms of Payment** – The District shall pay all invoices for accepted merchandise no later than forty-five (45) days from date of acceptance of delivery as set forth in the specifications for this bid.

**7.0 Delivery Conditions** – All deliveries shall be freight prepaid F.O.B. destination. Prices in the bid must include all freight and inside delivery charges. Not all delivery locations will have a loading dock. Signature proof of delivery is required.

**8.0 Cancellation of Agreements and Contracts** – The District reserves the right, to cancel this contract. Such cancellation shall be notified in writing at least thirty (30) days before the service cancellation. Such a cancellation notice shall come from the office of the Director of Purchasing, and shall set forth the reasons for said cancellation of service. A cancellation notice may be brought about by, but not limited to:

- 8.1 Any breach of the contract or provisions set forth in the bid specifications
- 8.2 Insurance cancellation
- 8.3 Equipment failure or deviations
- 8.4 Miss service calls
- 8.5 Increased rates not agreed to in advance or as specified herein
- 8.6 Budgetary requirements
- 8.7 Legal change in the District's needs.

**9.0 Appropriated Funds** – The purchase, which arises from this solicitation, is contingent upon the availability of appropriated funds. CFISD shall have the right to cancel this contract at the end of the then current fiscal period if funds are not allotted for the next fiscal year to continue this contract. If funds are withdrawn or do not become available, CFISD can cancel the service contract by giving the vendor written notice of its intention to cancel not less than thirty (30) days prior to the end of the term year without penalty. Upon cancellation of the contract, CFISD shall not be responsible for any payment of any services that are received or that occur after the end of the current fiscal year contract period.

**10.0 Texas Public Information Act (TPIA)** – Contractor acknowledges that the Cypress-Fairbanks Independent School District (CFISD) is subject to the Texas Public Information Act (TPIA). As such, upon receipt of a request under the TPIA, CFISD is required to comply with the requirements of the TPIA. For purposes of the TPIA, “public information” is defined as information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business:

10.1 by CFISD; or

10.2 for CFISD and CFISD

10.2.1 owns the information; or

10.2.2 has a right of access to the information; or

10.2.3 spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or

10.3 by an individual officer or employee of CFISD in the officer’s or employee’s official capacity and the information pertains to official business of the CFISD. Contractor is expected to fully cooperate with the CFISD in responding to public information requests. This includes, but is not limited to, providing the CFISD with requested documentation. In the event that the request involves documentation that the Contractor has clearly marked as confidential and/or proprietary, CFISD will provide the Contractor with the required notices under the TPIA.

The Contractor acknowledges that it has the responsibility to brief the Attorney General's Office on why the documents identified as confidential and/or proprietary fall within an exception to public disclosure.

**11.0 Facsimile Proposals** – The District will not accept a faxed document for this bid.

**12.0 Samples** – The District has completed a proof of concept that was used to establish the Design Guide for this RFP. **Vendors proposing equivalent products that are not the Design Guide must provide samples.** Samples will need to be addressed to Kim Bowlin, Technology Project Specialist and delivered to the Instructional Support Center – West (ISC-W), 10494 Jones Road, Suite 202A, Houston, Texas 77065. **Samples will be received at this location until 11:00 AM CDT Thursday, September 15, 2016.**

**13.0 No Bid Response** – A vendor choosing not to make a proposal should return the No Bid Notification form located on the last page of this document. Failure to respond by submitting a bid response or a No Bid Notification form will remove the vendor’s name from the District vendor list.



LEARN • EMPOWER • ACHIEVE • DREAM

**CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT  
PROPOSER/VENDOR CERTIFICATION FORMS**

**REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY  
CONTRACTS UNDER FEDERAL AWARDS-APPENDIX II TO 2 CFR PART 200**

The following provisions are required and apply when federal funds are expended by CFISD for any contract resulting from this procurement process.

**(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C.1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when federal funds are expended by CFISD, CFISD reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (B) above, when federal funds are expended by CFISD, CFISD reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. CFISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if CFISD believes, in its sole discretion that it is in the best interest of CFISD to do so. The vendor will be compensated for work performed and accepted and goods accepted by CFISD as of the termination date if the contract is terminated for convenience of CFISD. Any award under this procurement process is not exclusive and CFISD reserves the right to purchase goods and services from other vendors when it is in the best interest of CFISD.

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p.339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when federal funds are expended by CFISD on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The NonFederal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C.3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when federal funds are expended by CFISD, during the term of an award for all contracts and subgrants for construction or repair, the vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by CFISD, the vendor certifies that during the term of an award for all contracts by CFISD resulting from this procurement process, the vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by CFISD, the vendor certifies that during the term of an award for all contracts by CFISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**(G) Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended-Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).**

Pursuant to Federal Rule (G) above, when federal funds are expended by CFISD the vendor certifies that during the term of an award for all contracts by CFISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (sec 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p.189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (H) above, when federal funds are expended by CFISD, the vendor certifies that during the term of an award for all contracts by CFISD resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)-Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C.1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the NonFederal award.**

Pursuant to Federal Rule (I) above, when federal funds are expended by CFISD, the vendor certifies that during the term and after the awarded term of an award for all contracts by CFISD resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for 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 sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**(J) A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. (78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014)**

Pursuant to Federal Rule (J) above, when federal funds are expended by CFISD the vendor certifies that during the term of an award for all contracts by CFISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (J) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**RECORD RETENTION REQUIREMENTS FOR  
CONTRACTS PAID FOR WITH FEDERAL FUNDS 2 CFR § 200.333**

When federal funds are expended by CFISD for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**CERTIFICATION OF COMPLIANCE WITH EPA  
REGULATIONS APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE  
AGREEMENTS, AND CONTRACTS IN EXCESS OF \$100,000 OF FEDERAL FUNDS**

When federal funds are expended by CFISD for any contract resulting from this procurement process in excess of \$100,000, the vendor certifies that the vendor is in compliance with all applicable standards, orders, regulations, and/or requirements issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When federal funds are expended by CFISD for any contract resulting from this procurement process, the vendor certifies that the vendor will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94 163, 89 Stat. 871).

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICAN PROVISIONS**

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must still follow the applicable procurement rules calling for free and open competition.



Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**CERTIFICATION OF NON-COLLUSION STATEMENT**

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of vendor

**STATE REQUIREMENTS FOR FEDERAL CONTRACTS**

All contracts under federal awards must meet federal, state and local requirements. State requirements for all contracts under federal awards include the following:

- A letter of intent to contract with a third party may be signed prior to the issuance of a Notice of Grant Award (NOGA).
- The contract is only effective upon receipt by the District of the NOGA from the awarding agency.
- The contract period is aligned to the grant period of availability as stated on the NOGA from the federal/state awarding agency (period of availability).
- All services will be completed during the effective dates of the contract.
- All services will be invoiced monthly after services are received (rather than paid lump sum at the beginning of the period of availability before services are rendered) and paid upon verification of receipt of services.
- The regulations for procurement in 2 CFR §§200.318-323 are followed in issuing the contract.
- All professional services provided under the contract will follow the provisions of 2 CFR 200.459 Professional service costs.
- The contract identifies the funding sources that will be charged for the services provided, including the specific amount and/or percentage of the total contract amount to be charged to each funding source.
- The contract identifies and lists only reasonable, necessary, and allocable services to be provided during the period of availability of the funding sources listed in the contract.
- The administrative costs charged to the grant in the contract must comply with any limitations for administrative costs for funding sources (if applicable).
- The contract specifies that the invoice provided by the contractor will include the list of services provided, dates of services, and location(s) where services were provided during the billing period.

---

**Vendor agrees to comply with all federal, state and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that the vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Vendor's Name/Company Name: \_\_\_\_\_

Address, City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

\_\_\_\_\_

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

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

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

**END OF FORM**

**Note: This form must be executed and submitted with Bid Form.**

**CYPRESS-FAIRBANKS INDEPENEDENT SCHOOL DISTRICT  
MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE)**

1. Is your company owned (51% or more) by an individual or individuals designated as minority or woman-owned?

YES

NO

2. If you answer yes to question number (1), please submit a copy of the applicable certification with your proposal.

**Note: This form must be executed and submitted with Bid Form.**

## Special Conditions

- 1.0 Term of the Contract** – This shall be (at minimum) a one year contract beginning October 11, 2016 and ending October 31, 2017. Additional options to extend the contract are outlined below in section 2.0 Contract Extension.
- 2.0 Contract Extension** – This contract may be renewed for (4) four additional years. The bidder must provide a process by which the District will be guaranteed the same value in the second, third, fourth and fifth year of the contract that it receives in the first year. An example would be a discount of a national, regional or state publicly available schedule. Prices may escalate or decrease at the agreed upon discount level.
- 3.0 Proposer Requirement** – Vendors must provide proof of Exacq Enterprise Certification or storage reseller certification. **The District will not accept proposals from vendors without this certificate. This is a pre-qualification condition for this bid.**
- 4.0 Proposal Response** – Proposer shall submit one (1) **clearly identified original** of the Proposal response, and three (3) **clearly identified copies** (one of which should be in electronic format). Electronic copy must be in a Microsoft Office format (i.e. Word, Excel) or a searchable PDF Document.
- 5.0 Evaluation Criteria** – In evaluating qualified bids, the following considerations will be taken into account for award recommendations: past relationship with District (10%), goods and services (15%), and purchase price (75%).
  - 5.1 Bids shall be held open for sixty (60) days from the time of opening.
  - 5.2 The District may award a contract for any or all areas of this bid.
- 6.0 Administrative Cost Due to Non-Performance** – If at any time the vendor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the District reserves the right to:
  - 6.1 Cancel the contract within thirty (30) days of provided written notification of intent.
  - 6.2 Re-award to the next responsive bidder.
- 7.0 Delivery Requirements** – Deliveries shall be made Monday - Friday between 7:00 AM and 3:00 PM.
  - 7.1 All bid prices shall include freight and delivery costs.
  - 7.2 Delivery must be inside the designated building.
  - 7.3 Signature proof of delivery is required.
  - 7.4 No dock, dollies, ramps or personnel are available for deliveries at most locations.
- 8.0 Warranty**
  - 8.1 All warranty terms shall start on the day of officially notified acceptance of delivery that the proposer shall receive from an authorized District representative.
  - 8.2 Product must provide the maximum manufacturer's warranty.
- 8.0 Award Recommendations** – The official Board approved tabulation/award document will be posted on our website: [www.cfisd.net/bidawards](http://www.cfisd.net/bidawards) after the October 10, 2016 Board Meeting.

## Bid Specifications

**Please note that all responding vendors must provide documentation of Exacq Enterprise Certification or storage reseller certification as a pre-qualification condition for this bid request.**

**Description of Project:** The District plans to upgrade its existing security video servers during the 2016-2017 Fiscal year. Proposals will include pricing on either the Exacq or Seneca servers or equivalent product. **Vendors proposing equivalent product must provide samples. See page 4 General Conditions, 11.0 Samples** for more information on sample delivery. The proposed video servers will provide capability for current analog cameras and should be upward compatible as schools are renovated to digital cameras. The District estimates needing 103 new video servers. The District plans to complete all installation of equipment for items 1-5. Additionally, the District requests pricing for equipment (items 6-10) to handle Special Education SB 507 requests. **Installation pricing has been requested for SB 507 requests (items 6-10).**

Single camera recording at 3Mbps or less will produce about 12.15GB of data per day. This amount of storage times 188 days is approximately 2.3TB. **Please note that any equivalent products proposed must meet or exceed the specifications of the District's design guide.**

During the course of the multi-year contract, new schools or facilities may need to be added. Servers, cameras and other peripheral equipment may need to be expanded at existing sites. In order to accommodate these requests under a multi-year agreement, please provide a process by which the District will be guaranteed the same value in the second, third, fourth and fifth year of the contract that it receives in the first year. An example would be a discount of a national, regional or state publicly available schedule. Prices may escalate or decrease at the agreed upon discount level.

**1. Exacq Z Series Hybrid – 3208-32T-R2Z-E or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Brand & Model Bid:** \_\_\_\_\_

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_\_ % discount from the manufacturer's price schedule \_\_\_\_\_ . (Write in the national, regional or state published schedule to be used.)

**2. Seneca Server XNVR200-SQ308197 or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Brand & Model Bid:** \_\_\_\_\_

**Bid Specifications (continued)**

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_ % discount from the manufacturer’s price schedule \_\_\_\_\_ . (Write in the national, regional or state published scheduled to be used.)

**3. Axis 16 ch encoder – M7016 (base model) or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Brand & Model Bid:** \_\_\_\_\_

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_ % discount from the manufacturer’s price schedule \_\_\_\_\_ . (Write in the national, regional or state published scheduled to be used.)

**4. Exacq E-ADE4C 4 Channel Analog Encoder or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Brand & Model Bid:** \_\_\_\_\_

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_ % discount from the manufacturer’s price schedule \_\_\_\_\_ . (Write in the national, regional or state published scheduled to be used.)

**5. Exacq Enterprise IP License EVENIP-01 – 3 Years of Software Updates or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Bid Specifications (continued)**

**Brand & Model Bid:** \_\_\_\_\_

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_ % discount from the manufacturer’s price schedule \_\_\_\_\_ . (Write in the national, regional or state published scheduled to be used.)

**SB507 Equipment:** Pricing is requested on items 6-10 to handle SB 507 requests. SB 507 relates to the placement and use of video cameras in self-contained classrooms and other settings providing special education services. Equipment will be purchased and installed by the District on an as needed basis. Requested specified equipment will match the District’s existing video server / camera fleet.

**6. Exacq IP08-48T-R2Z-E Server or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Brand & Model Bid:** \_\_\_\_\_

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_ % discount from the manufacturer’s price schedule \_\_\_\_\_ . (Write in the national, regional or state published scheduled to be used.)

**7. Axis 0936-04 Main Unit or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Brand & Model Bid:** \_\_\_\_\_

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_ % discount from the manufacturer’s price schedule \_\_\_\_\_ . (Write in the national, regional or state published scheduled to be used.)

**Bid Specifications (continued)**

**8. Axis F1004 Camera or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Brand & Model Bid:** \_\_\_\_\_

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_ % discount from the manufacturer’s price schedule \_\_\_\_\_ . (Write in the national, regional or state published scheduled to be used.)

**9. Axis T8351 Microphone or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Brand & Model Bid:** \_\_\_\_\_

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_ % discount from the manufacturer’s price schedule \_\_\_\_\_ . (Write in the national, regional or state published scheduled to be used.)

**10. Axis F8214 Dome Housing or equivalent product**

QTY	UNIT PRICE
1 – 5	
6 – 25	
26 – 75	
76 – 125	
126+	

**Brand & Model Bid:** \_\_\_\_\_

**\*\*Vendors proposing equivalent product must provide samples. See page 4, 11.0 Samples. \*\***

**Cost Plus Formula:** The dealer cost for the price above is \_\_\_\_\_ which represents \_\_\_\_\_ % of dealer profit.

**National Price Schedule Information:** This price represents a \_\_\_ % discount from the manufacturer’s price schedule \_\_\_\_\_ . (Write in the national, regional or state published scheduled to be used.)

**Bid Specifications (continued)**

**Installation of Equipment**

The District requests costs to install equipment (items 6-10) and install data runs to handle SB 507 requests. Please note that video equipment must be able to record all areas of the classroom or special education setting, except the inside of a bathroom or any area in the classroom in which a student's clothes are changed. Audio recording is still required in these areas. Recordings must be maintained for six (6) months. Cameras will be run Power over Ethernet (PoE) and data run pricing has been requested. CFISD operates a large private data network, which is based upon Gigabit Ethernet equipment and a Systimax warrantied cable plant. The provider of these services shall provide a Systimax twenty (20) year warranty on any cabling performed under this contract. Faceplates shall match Systimax for eight (8) position modular outlets at all locations. Please break your cost down per item in the table below.

<b>Item</b>	<b>Description</b>	<b>Installation Cost</b>
<b>11</b>	<b>Exacq IP08-48T-R2Z-E Server or equivalent product</b>	
<b>12</b>	<b>Axis 0936-04 Main Unit or equivalent product</b>	
<b>13</b>	<b>Axis F1004 Camera or equivalent product</b>	
<b>14</b>	<b>Axis T8351 Microphone or equivalent product</b>	
<b>15</b>	<b>Axis F8214 Dome Housing or equivalent product</b>	
<b>16</b>	<b>Data Run (per drop) – Turn Key Price for Installation, Labor, Termination, Testing &amp; Labeling of a 250' Systimax Cat 6 Cable with Jack, Faceplate, &amp; Termination into an Existing Patch Panel</b>	
<b>17</b>	<b>Other Installation costs proposed, list here.</b>	

It is possible that upon pulling the data run that the vendor may discover that the District needs an additional switch or patch panel. Costs including installation are requested for these items.

<b>Item</b>	<b>Description</b>	<b>Turn Key Cost (Item Plus Installation)</b>
<b>18</b>	<b>Cisco Catalyst 3850 WS-C3850-48 U-S Switch plus tagging &amp; installation into network closet at campus</b>	
<b>19</b>	<b>Systimax Patch Max Powersum Panel 48 Port Cat 6 plus installation into network closet at campus</b>	
<b>20</b>	<b>Other Installation costs proposed, list here.</b>	



**Bid Specifications** (continued)

**Questions**

**Please use the space below to provide additional information or attach requested documentation to your proposal.**

1. What is the server fault tolerance of your proposed solution?

---

---

---

---

2. What backup server solution options will the District have with your proposed solution?

---

---

---

---

3. Describe how any proposed solution or equipment satisfies all requirements included in Senate Bill 507. Attach additional sheets if needed.

---

---

---

---

4. Describe how any proposed solution or equipment will integrate and/or make use of the District's existing infrastructure. Attach additional sheets if needed.

---

---

---

---

5. Please attach manufacturer specification sheets for any equivalent products proposed.

6. Please attach manufacturer specification sheets for all servers proposed.

**ATTACHMENTS: Certification and Representations**

**Proposer's Certification**

The undersigned affirms that he or she is duly authorized to execute this certification and Proposal response, that this company, corporation, firm, partnership or individual has not prepared this Proposal response in collusion with any other person, firm or entity making or considering making a Proposal response to CFISD for any future District projects, and that contents of this Proposal response as to prices, terms or conditions of said Proposal response 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 response.

The undersigned, by his/her signature, represents that he/she is authorized to bind Proposer to fully comply with the terms and conditions of this Request for Proposal, including all forms and attachments included and/or referenced herein, if accepted within ninety (90) calendar days after Solicitation closing.

**FAILURE TO SIGN BELOW WILL DISQUALIFY THE PROPOSER'S RESPONSE**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Company Phone No: \_\_\_\_\_

Company Fax No: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Representative Title: \_\_\_\_\_

Representative Phone No. \_\_\_\_\_

Representative Email Address: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

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

## 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.**

I, the undersigned 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.

---

---

**Please select one choice below:**

- A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.
- B. My firm is not owned or operated by anyone who has been convicted of a felony.
- C. My firm is owned or operated by the following individuals who has/have been convicted of a felony.

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

\_\_\_\_\_

Details of conviction(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Name of Vendor:** \_\_\_\_\_  
(Please type or print)

**Name of Company Official:** \_\_\_\_\_  
(Please type or print)

**Signature of Authorized Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: This form must be executed and submitted with Bid Form.**

## Conflict of Interest Questionnaire Requirement

According to Local Government Code, Chapter 176, a vendor or an agent of a vendor who enters or seeks to enter into a contract with Cypress-Fairbanks Independent School District (District) must file a completed Conflict of Interest Questionnaire with the Purchasing Department not later than the seventh (7th) business day after the later of:

- the date that the vendor begins discussions or negotiations to enter into a contract with the District or submits to the District an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the District; or
- the date the vendor becomes aware of an employment or other business relationship with a local officer, or a family member of the officer described in Section 176.003, or that the vendor has given one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that a contract has been executed, or the local governmental entity is considering entering into a contract with the vendor or has a family relationship with the local government officer.

A new Conflict of Interest Questionnaire must be filed not later than the 7th business day after the date on which you become aware that the originally filed questionnaire was incomplete or inaccurate.

Please go to the following link to complete the E-CIQ at <http://www.cfisd.net/en/about/financial-information/bids-and-proposals/conflict-interest/> prior to the closing of this proposal.

**This form must be executed electronically and must be completed each and every school year. CFISD must have one on file with a date of July 1, 2016 or after.**

## Texas Ethics Commission Certificate of Interested Parties-FORM 1295

It is the intent of Cypress-Fairbanks Independent School District to enter into or renew a contract with your company that will require approval by our Board of Trustees. Actions required by House Bill 1295 which is codified in the Texas Government Code §2252.908 effective January 1, 2016. Additional information regarding the specific steps required is available at [www.ethics.state.tx.us/index.html](http://www.ethics.state.tx.us/index.html).

“By January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certificate of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the government body or state agency with which the business entity is entering into the contract.”

**Please go to the Texas Ethics Commission Website at the following link:**

**[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) to complete the electronic Form 1295, Certificate of Interested Parties. An example of the form is on the following page, for your reference. Upon completing your Form 1295 Certificate of Interest Parties *Electronic Filing Application* with the Texas Ethics Commission, please submit the notarized form, with your bid response which will include your assigned Certificate number.**

**The form shall be submitted to the undersigned to initiate or continue our business relationship. Failure to submit the form by the requested date may result in the inability to enter into or renew a contract with your company. Questions regarding the process or law should be directed to the Texas Ethics Commission. Questions regarding your contract with CFISD should be addressed to the Director of Purchasing.**

# CERTIFICATE OF INTERESTED PARTIES

# FORM 1295

### OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

*(choose Cypress-Fairbanks Independent School District in the drop down menu)*

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

*(enter - CFISD Bid/Proposal Name and CFISD Bid/Proposal Number)*

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 AFFIDAVIT** I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
 Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath

**ADD ADDITIONAL PAGES AS NECESSARY**

### Certificate of Residency

The State of Texas passed a law concerning non-resident contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter A, [www.capitol.state.tx.us/statutes/gv.toc.htm](http://www.capitol.state.tx.us/statutes/gv.toc.htm). This law makes it necessary for the CFISD to determine the residency of its bidder. In part, this law reads as follows:

“Section: 2252.001

(3) ‘Non-resident’ bidder refers to a person who is not a resident.

(4) ‘Resident bidder’ refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a government contract to a nonresident bidder unless the nonresident underbids the lowest proposal submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I certify that \_\_\_\_\_  
(Name of company bidding)

is, under Section: 2252.001 (3) and (4), a \_\_\_\_\_ Resident Bidder \_\_\_\_\_ Non-resident Bidder

If Non-resident Bidder is checked, does your “residence state” require bidders whose principal place of business is in Texas to under-bid vendors whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract?

Yes     No    If yes, what is the amount or percentage? \_\_\_\_\_

My or Our principal place of business under Section: 2252.001 (3) and (4), is in the city of \_\_\_\_\_  
\_\_\_\_\_ in the state of \_\_\_\_\_.

\_\_\_\_\_  
(Signature of authorized company representative)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Note: This form must be executed and submitted with Bid Form.**

**Resident Bidder Form**

If you or your company own real or personal property within Cypress-Fairbanks I.S.D. boundaries, please provide the address (es) and HCAD tax account number(s). If none, please indicated under item B.

A	Address	HCAD Tax Account Number (13 digits)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

List additional account numbers on a separate page.  
Additional accounts are listed  Yes  No

B. There is no real or personal property located in Cypress-Fairbanks I.S.D. boundaries to report.

**Signature of Authorized Agent** \_\_\_\_\_

**Date** \_\_\_\_\_

I, the undersigned for the firm named below, certify that the information concerning notification of real or personal property located within Cypress-Fairbanks I.S.D. boundaries is true to the best of my knowledge and have completed either item A or B above.

**Vendor (Company) Name** \_\_\_\_\_

**Signature of Authorized Agent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Note: This form must be executed and submitted with Bid Form.**



## Proposal Acknowledgment Form

Having carefully examined the Notice to Proposers, General and Special Conditions, Bid Specifications, Proposer Requirement, Certification and Representations, and Proposal Acknowledgment Form, the undersigned Bidder's Agent hereby proposes and agrees to furnish goods and/or supplies in strict compliance with the specifications at the prices quoted. The Proposer affirms that, to the best of his knowledge, the bid has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid.

**Firm Name**

**Mail Bid to Address**

City, State, Zip

Phone Number

Fax Number

**Mail Purchase Order To**

City, State, Zip

Phone Number

Fax Number

**Remit to Address**

City, State, Zip

Phone Number

Fax Number

**Email Address**

**Website Address**

**Signature of Proposer**

**Printed Signature**

**Position with Company**

**Signature of Company Official**

**No Proposal Notification**

**Please complete this page *only* if submitting a no proposal response and return prior to the proposal opening date:**

**Check Below:**

- 1. We have chosen not to submit a proposal for the reason listed below but wish to remain on the vendor list.  
\_\_\_\_\_  
\_\_\_\_\_
  
- 2. The products/services we represent should be listed in another category.  
(Specify) \_\_\_\_\_
  
- 3. We wish to be removed from the vendor list for the reason listed below:  
\_\_\_\_\_
  
- 4. \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Attention:** \_\_\_\_\_

**Proposal Mailing Address:** \_\_\_\_\_

\_\_\_\_\_  
**City** **State** **Zip**

***Purchase Order***

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

\_\_\_\_\_  
**City** **State** **Zip**

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Type Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail to:** Kristine Johnston, Director of Purchasing, Cypress-Fairbanks Independent School District or deliver to the Windfern Administrative Annex, 12510 Windfern Road, Houston, TX 77064.

Failure to return this No Proposal Notification or an actual proposal response will result in the removal of your company name from the vendor list.

Thank you for your assistance