

McLean Independent School District



REQUEST FOR COMPETITIVE SEALED PROPOSALS FOR AGRICULTURE PICKUP TRUCK RFP No. 24-001

Proposal Due – 1:00 p.m. on April 18, 2023

McLean Independent School District
600 Rowe St.
McLean, TX 79057

REQUEST FOR PROPOSAL, No. 24-01

April 4, 2024

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**I. NOTICE & ADVERTISEMENT
RPF NO. 24-01**

The Board of Trustees of the McLean ISD is requesting proposals for an **Agriculture Pickup Truck**.

Sealed proposals will be accepted until April 18, 2024 at 1:00 p.m. Sealed proposals are to be mailed or hand delivered to the McLean ISD Business Office, Attn: Amy Calvert, Business Manager, 600 Rowe Street, PO Box 90, McLean, TX 79057. Please submit two (2) sets of documents no later than the above deadline. Interested parties may obtain more information at www.mcleanisd.com or request a project packet by email at amy.calvert@mcleanisd.com or by mailing a request to:

**McLean ISD
ATTN: Amy Calvert, Business Manager
PO Box 90
McLean, TX 79057**

All proposals must be placed in a sealed envelope and annotated with the following:
Proposals: RFP-2024-01 Agricultural Truck

Failure to have a proposal physically in the possession of the school district by the above deadline shall result in the proposal NOT being considered; fax or electronic submissions shall NOT be considered. Proposals shall be opened and read aloud upon the deadline and at the above address. The selection of the Vendor shall be in accordance with Texas Education Code Section 44.031.

THE DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE IRREGULARITIES OR INFORMALITIES AS MAY BE DEEMED IN THE DISTRICT'S BEST INTEREST.

WAIVER OF CLAIMS: BY TENDERING A PROPOSAL IN RESPONSE TO THE DISTRICT'S RFP, THE VENDOR ACKNOWLEDGES THAT IT HAS READ AND FULLY UNDERSTANDS THE REQUIREMENTS FOR SUBMITTING A PROPOSAL, AND THE PROCESS USED BY THE DISTRICT FOR SELECTING A VENDOR. BY SUBMITTING A PROPOSAL, THE VENDOR FULLY, VOLUNTARILY AND UNDERSTANDINGLY WAIVES AND RELEASES ANY AND ALL CLAIMS AGAINST DISTRICT AND ITS TRUSTEES, OFFICERS, AGENTS AND/OR EMPLOYEES THAT COULD ARISE OUT OF THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY PROPOSAL SUBMITTED IN RESPONSE TO THE DISTRICT'S RFP.

II. PROPOSAL INSTRUCTIONS

1.1 RECEIPT AND OPENING OF PROPOSALS

- A. McLean Independent School District (hereinafter referred to as “District” or “Owner”), invites Proposals for an agricultural pickup truck (the “Ag Truck”).

- B. SUBMISSION OF PROPOSALS: Proposals shall be submitted in a sealed, opaque envelope Addressed to Amy Calvert, Business Manager. Proposals shall be mailed by U.S. Postal Service or delivered by hand or overnight carrier to:

McLean ISD
Attn: Amy Calvert, Business Manager
Mailing Address: PO Box 90, McLean, TX 79057
Physical Address: 600 Rowe St., McLean, TX 79057

PROPOSALS SHALL BE SUBMITTED NO LATER THAN THE PROPOSAL DEADLINE OF: April 18, 2024 at 1:00 p.m.

ALL ENVELOPES CONTAINING PROPOSALS SHALL BE MARKED WITH "RFP-2024-02 Agricultural Truck."

ALL PROPOSALS MUST BE RECEIVED BY DISTRICT BEFORE THE PROPOSAL DEADLINE.

- C. LATE PROPOSALS: District is not responsible for lateness of mail, carrier, etc. and the time/date stamped in District's office shall be the official time of receipt.

- D. OPENING: Upon the Deadline, proposals will be opened and the following will be read aloud:

Name of firm responding
Fees or prices

- E. LOCATION OF PROPOSAL OPENING: Proposals will be publicly opened on date and at the time indicated in 1.1.B. above. Opening will be at the following location:

McLean Independent School District
Administration Office
600 Rowe St.
McLean, TX 79057

- F. NO ORAL, electronic, telegraphic, telephonic or facsimile transmitted proposal(s) will be considered.

1.2 METHOD OF PROPOSAL

- A. **DOCUMENTS:** Each Vendor must submit two (2) hard copies and one (1) electronic copy on a USB flash drive of the proposal documents.
- B. **ETHICS:** The Vendor shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the District.
- C. **CONFLICT OF INTEREST:** Public officials with a substantial interest in a business entity or in real property must file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and may be required to abstain from further participation in the matter in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

Local government officers may be required to file a conflicts disclosure statement with respect to a Vendor in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 176.

Notice to Vendors: Conflict of Interest Questionnaire is Required by Chapter 176 of the Texas Local Government Code

Any person or entity, as well as agents of such persons, who contracts or seeks to contract with McLean Independent School District for the sale or purchase of property, goods, or services (hereafter referred to as Vendor) are required to file a completed conflict of interest questionnaire in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 176. Each person or entity that contracts with the District is responsible for complying with all applicable disclosure requirements. Forms and instructions will be included in the RFP package.

- D. **CERTIFICATE OF INTERESTED PARTIES:** Effective September 1, 2019, Texas governmental entities must comply with the "Disclosure of Interested Parties" mandated by Texas Government Code Title 10, Subtitle F, Chapter 2252.908. Briefly stated, contracts requiring an action or vote by the governing body of the entity or agency before the contract may be signed (regardless of the dollar amount) or that have a value of at least \$1 million will require the on-line completion of Form 1295 "Certificate of Interested Parties," per Texas Government Code § 2252.908. Therefore, Vendor will be required to create, electronically file, and present such Form 1295 to the District using the Texas Ethics Commission's online filing application at final execution of any contract with the District.
- E. **NO BOYCOTT OF ISRAEL.** Pursuant to Texas Government Code, Chapter 2271, as amended, if Vendor is a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations (specifically excluding sole proprietorships) that exists to make a profit which has ten (10) or more full-

time employees and the value of the contract with Owner is \$100,000 or more, the Vendor represents and warrants to the Owner that the Vendor does not boycott Israel and will not boycott Israel during the term of any resulting contract. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

- F. **COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR A FOREIGN TERRORIST ORGANIZATION.** In accordance with Texas Government Code, Chapter 2252, Subchapter F, the District is prohibited from entering into a contract with a company that is identified on a list prepared and maintained by the Texas Comptroller or the State Pension Review Board under Texas Government Code Sections 806.051, 807.051, or 2252.153. By execution of any Agreement resulting from this RFP 23-011, proposer certifies to the District that it is not a listed company under any of those Texas Government Code provisions. Proposer hereby voluntarily and knowingly acknowledges and agrees that any resulting Agreement shall be null and void should facts arise leading the District to believe that the proposer was a listed company at the time of this procurement.
- G. **NO DISCRIMINATION OF FIREARM ENTITIES OR TRADE ASSOCIATIONS.** Pursuant to Texas Government Code, Chapter 2274, as enacted in SB19 by the 87th Legislature, if Vendor is a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations (specifically excluding sole proprietorships) that exists to make a profit, which has ten (10) or more full-time employees and the value of the contract with District is \$100,000 or more, the Vendor represents and warrants to the District that the Vendor does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association and will not discriminate against a firearm entity or firearm trade association during the term of any contract resulting from this RFP.
- G. **STATE CONTRACTS AND INVESTMENTS IN COMPANIES THAT BOYCOTT ENERGY COMPANIES.** Pursuant to Texas Government Code, 2274, as enacted in SB13 by the 87th Legislature, if Vendor is a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations (specifically excluding sole proprietorships) that exists to make a profit, which has ten (10) or more full-time employees and the value of any contract with District resulting from this RFP is \$100,000 or more, the Vendor represents and warrants to the District that the Vendor does not boycott energy companies and will not boycott energy companies during the term of any contract resulting from this RFP.

- H. ABORTION PROVIDER. By submitting a Proposal in response to this RFP, Vendor verifies that it is not an abortion provider or an affiliate of abortion providers.
- I. **INDEMNIFICATION: THE SELECTED VENDOR SHALL BE REQUIRED TO DEFEND, INDEMNIFY, HOLD, AND SAVE HARMLESS THE DISTRICT AND ALL ITS TRUSTEES, OFFICERS, AGENTS AND EMPLOYEES FROM ALL COSTS, CLAIMS, SUITS, OR ACTIONS, OF ANY CHARACTER, NAME AND DESCRIPTION BROUGHT FOR OR ON ACCOUNT OF ANY INJURIES OR DAMAGES RECEIVED OR SUSTAINED BY ANY PERSON, PERSONS, OR PROPERTY ARISING OUT OF THE AWARD OF THE CONTRACT OR ON ACCOUNT OF ANY NEGLIGENT ACT OR FAULT OF THE SELECTED VENDOR, OR OF ANY AGENT, EMPLOYEE, SUBVENDOR OR SUPPLIER IN THE EXECUTION OF, OR PERFORMANCE UNDER, ANY CONTRACT WHICH MAY RESULT FROM THIS RFP, AND THE SELECTED VENDOR SHALL PAY ANY JUDGMENT AND COSTS WHICH MAY BE OBTAINED AGAINST DISTRICT ARISING OUT OF SUCH INJURY OR DAMAGES.**
- J. **WAIVER OF CLAIMS: BY TENDERING A PROPOSAL TO THIS RFP, THE VENDOR ACKNOWLEDGES THAT IT HAS READ AND FULLY UNDERSTANDS THE REQUIREMENTS FOR SUBMITTING A PROPOSAL, AND THE PROCESS USED BY DISTRICT FOR SELECTING A VENDOR. FURTHER, BY SUBMITTING A PROPOSAL, THE VENDOR FULLY, VOLUNTARILY AND UNDERSTANDINGLY WAIVES AND RELEASES ALL CLAIMS AGAINST DISTRICT OR ANY OF ITS TRUSTEES, OFFICERS, AGENTS AND/OR EMPLOYEES THAT COULD ARISE OUT OF THE ADMINISTRATION, EVALUATION, REJECTION, RECOMMENDATION, OR SELECTION OF ANY PROPOSAL SUBMITTED IN RESPONSE TO THIS REQUEST FOR PROPOSAL.**
- K. Each Vendor agrees in submitting its proposal that no modifications, withdrawals or cancellations may be made to the proposal during the forty-five (45) days following the time and date the District has ranked and selected Vendors.
- L. The District reserves the right to issue Addenda at any time prior to the Proposal Deadline. All such Addenda become, upon issuance, an inseparable part of the RFP.
- M. The District is qualified for exemption from State and Local Sales Tax pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Applicable State Sales Taxes by complying with such procedures as may be prescribed by the State Comptroller of Public Accounts.
- N. It is the intention of the District to award the work within 45 days from the date Vendors are ranked and selected by the District. However, the District

may reject any or all proposals and/or abandon all or part of the Project if it determines that doing so to be in the best interest of the District.

- O. Awards shall be made with reasonable promptness to the Vendor(s) whose proposal best conforms to this invitation and will be the most advantageous to the District based on criteria and corresponding weights set forth herein at Section 1.7. Price is a single factor to be considered. **Award(s) may be made based on factors other than the lowest priced proposal.** Should a proposal contain conflicting terms, the District reserves the right to enforce the term or terms in such proposal that it determines to be in the best interest of the District, and Vendor agrees to be bound by the terms it has proposed that are most favorable to the District.
- P. Pursuant to Texas Government Code 552, Subchapter J, the selected Vendor will be bound by the following terms if the resulting contract has a stated expenditure of at least \$1,000,000 for the purchase of goods or services by the District or if the resulting contract results in the expenditure of at least \$1,000,000 in public funds for the purchase of goods or services by the District in a fiscal year of the District. If the District receives a written request for public information related to the resulting contract that is in the possession or custody of the Vendor and not in the possession or custody of the District, the District shall send, not later than the third business day after the date the District receives the written request, a written request to the Vendor that Vendor provide that information to the District.
- Q. The selected Vendor must:
 - 1. Preserve all contracting information related to the Contract as provided by the records retention requirements applicable to the District for the duration of the Contract;
 - 2. Promptly, within four business days, provide to the District any requested contracting information that is in the custody or possession of the Vendor upon request of the District; and,
 - 3. On completion of the Contract, either:
 - a. Provide to the District at no cost all contracting information related to the Contract that is in the custody or possession of the Vendor; or
 - b. Preserve the contracting information related to the Contract as provided by the records retention requirements applicable to the District.
 - c. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this Contract and the Vendor agrees that the contract can be terminated if the Vendor knowingly or intentionally fails to comply with the requirements of that subchapter.
 - d. Further, under Texas Government Code Section 552.372(c), the District may not accept a bid for or awarding of a contract to an entity that the District has determined has knowingly or intentionally failed in a previous bid or contract to comply with Subchapter J, unless the District determines and documents that the entity has taken adequate steps to ensure future compliance.
 - e. If a Vendor fails to provide to the District the requested information, Texas Government Code Section 552.373 requires

the District to notify the Vendor in writing of the failure and allow 10 business days to cure the violation. District may terminate the Contract if Vendor fails to remedy the failure, District determines the failure was knowing and intentional, and steps have not been taken to ensure future compliance.

1.3 PREPARATION OF PROPOSAL

- A. Make proposal in name of principal and if co-partnership, give names of all parties.
- B. Give Vendor's complete address.
- C. If proposal is submitted by an agent, provide satisfactory evidence of agency authority.
- D. Fill in all prices in both words and figures.
- E. Submit proposal in sealed, opaque envelope, labeled "RFP-2024-01 Agricultural Truck" and indicate on the outside of envelope the Vendor's name and address.
- F. If forwarded by mail, enclose sealed envelope containing proposal in another envelope addressed as indicated.
- G. Proposal(s) must be received prior to opening time. **ANY PROPOSAL RECEIVED AFTER THE PROPOSAL DEADLINE AND TIME LISTED HEREIN SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.**

1.4 WITHDRAWAL OR REVISION OF PROPOSAL

- A. Proposal may be withdrawn or revised prior to scheduled time for opening, under following terms:
 - 1. Vendor may, without prejudice to himself, withdraw proposal after it has been deposited, provided request for such withdrawal is received in writing before time set for opening.
 - 2. After opening, no proposal may be withdrawn.
 - 3. Any interlineation, alteration, or erasure made before receiving time must be initialed and dated by the person who signed the proposal, guaranteeing authenticity.
 - 4. Once a proposal has been opened, it may not be changed for the purpose of correcting an error to the price proposed.

1.5 NON-RESPONSIVE PROPOSAL

- A. Proposal(s) are considered NON-RESPONSIVE and may be rejected for any reason unless otherwise permitted by law, including without limitation:
 - 1. If there are unauthorized additions, conditional proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous.
 - 2. If Vendor adds any provisions reserving right to accept or reject any award, or to enter into a contract pursuant to an award.
- B. District reserves right to reject any or all proposal and to waive irregularities or informalities as may be deemed in District's best interest, and/or re-issue an RFP for the Project, as it may determine in its sole discretion.
- C. A proposal that is rejected will not be evaluated and will not be considered.

1.6 INTERPRETATIONS

- A. If Vendor is in doubt as to the true meaning or intent of the proposal documents, Vendor must submit a written request for interpretation, directed to the District's Business Manager, Amy Calvert, at 806-779-2571 or amy.calvert@macleanisd.com.
- B. Vendor submitting request is responsible for its prompt and actual delivery.
- C. Requests for interpretations must be received on or before three (3) business days prior to proposal Deadline.
- D. Only interpretations or clarifications answered by the District's representative or Superintendent above will be binding.
- E. District is not responsible for any other explanation or interpretations, which anyone presumes to make.
- F. Any corrections, approvals, supplemental instructions or changes to the proposal documents will be made by written Addenda.
- G. Addenda can be issued only by the District.
- H. Addenda will be mailed, delivered or emailed to all Vendors that request an RFP packet from the District.
- I. Vendors shall acknowledge receipt of all Addenda.
- J. Failure to receive such Addendum does not relieve Vendor from any obligation under Vendor's proposal as submitted.
- K. All formal written Addenda become a part of the proposal documents.

1.7 METHOD OF AWARD-SELECTION PROCESS

A. Criteria and Weights:

Purchase price	50%
Reputation of Vendor and of the goods and services	10%
Quality of the Vendor's goods or services	20%
Vendor's overall responsiveness of proposal	5%
Vendor's ability to deliver goods or services	5%
Vendor's past relationship with the District	5%
The impact on the ability of the Districts to comply with laws and rules relating to historically underutilized businesses	0%
The total long-term cost to the District to acquire the vendor's goods or services;	5%

The Board, pursuant to Texas Education Code §44.032, the District shall select the Vendor that offers the best value for the District based on the published selection criteria and on its ranking evaluation. The Superintendent and Business Manager shall negotiate a contract on behalf of the District with the highest ranked Vendor with whom acceptable terms can be reached. If a suitable contract cannot be reached with the highest ranked Vendor, the District shall formally, and in writing, end negotiations with the highest ranked Vendor the District shall proceed to negotiate with the next Vendor in the order of the selection ranking until a contract on acceptable terms is reached or negotiations with all ranked Vendors have ended.

B. Per Section 44.043(b), of the Education Code, notwithstanding any other provision of this chapter, a school district:

1. May not consider whether a Vendor is a member of or has another relationship with any organizations; and
2. Shall ensure that its bid specifications do not deny or diminish the right of a person to work because of the person's membership or other relationship status with respect to any organization.

C. If the contract is to be awarded, it will be awarded to the Vendor whose proposal, as determined by the District, offers the best value to the District.

D. District anticipates award within forty-five (45) days after Vendors are ranked and selected by the District.

E. As provided in this RFP, under state regulations and District policy,

discussions may be conducted with responsible Vendors who submit proposals determined to be reasonably susceptible to being selected for award for the purpose of clarification to assure full understanding of any responsiveness to this RFP's requirements. Proposals shall be accorded fair treatment with respect to any opportunity for discussion, and such revisions may be permitted after submission and before award for the purpose of obtaining the best and final proposal. In conducting these discussions, there shall be no disclosure of any information derived from proposals submitted by competing Vendors.

1.8 CONFIDENTIAL DATA

Any data that is to be considered as confidential in nature must be clearly marked as such by Vendor and will be treated as confidential by District to the extent allowable by the Texas Public Information Act, Texas Government Code §552.001, *et seq.* Information not so marked shall be deemed "contracting information" and subject to disclosure upon request in accordance with the Texas Public Information Act, Texas Gov. Code Chapter 552.

The requirements of Subchapter J, Chapter 552, Government Code, may apply to this RFP and the Vendor agrees that any resulting contract can be terminated if the Vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

1.9 ASSIGNMENT

The successful Vendor shall not sell, assign, transfer or convey a contract, in whole or in part, without the prior written consent of District.

1.10 VENUE

This RFP and any resulting contract will be governed and construed according to the laws of the State of Texas, and is performable within the boundaries in McLean ISD. Mandatory venue for any legal action arising out of this RFP or any resulting contract shall be in a state district court in the county where the District's Administrative Offices are located.

1.11 CONTRACT

This RFP is not a contract. The District will begin negotiations with the Vendor selected as the highest ranked Vendor based on the District's evaluation of the criteria and weights herein in order to execute a contract as described below. If a contract cannot be executed between the District and the highest ranked Vendor, the District reserves the right to end negotiations and proceed to negotiate a contract with the next highest ranked Vendor, and so on until a contract for the Ag Truck is obtained.

III. Specifications

RPF NO. 23-011

The District seeks a new Ag Truck with the following specifications:

- A. Either $\frac{3}{4}$ or 1 ton 4-door diesel pickup
- B. Preference shall be given to Ford, Dodge, and Chevy
- C. 4-Wheel Drive
- D. Complete tow package with a gooseneck hitch or ability to easily install a gooseneck hitch
- E. No carpet flooring
- F. Vinyl seats
- G. Basic or mid-range trim-level (i.e., XL or XLT for Ford)
- H. Bed-liner
- I. Trailer brake controller

IV. PROPOSAL RESPONSE GUIDELINES

Information included in your response to this Request for Proposal will be evaluated and used to determine the firms invited to interview, if any. Clarity and completeness are encouraged. Duplication of information in multiple locations is discouraged. The information provided will be used to evaluate eligibility for consideration and to score eligible responses against the criteria and weights as published herein.

Under each category of response, as applicable, indicate why your firm is the most desirable to the District and why your proposal represents the best value for the District. Please note that how you respond to this issue can impact multiple categories in the evaluation criteria. [*Please describe the quality of materials and scope of work.*]

V. EVALUATION

The District shall review all proposals immediately upon opening and rank Vendors based on the criteria and weights provided herein. The Superintendent and Business Manager will negotiate with the highest ranked Vendor until a suitable agreement can be reached. If a suitable contact cannot be negotiated, the Superintendent or Business Manager may formally end negotiations in writing with the highest ranked Vendor and proceed to negotiate with the next highest ranked Vendor until a suitable contract can be reached, or all proposals are rejected.

By using this RFP process, the District reserves the right to discuss with potential Vendor's their proposal so the District may select a Vendor and proposal that is in its best interest based on the criteria identified herein. **The District intends to base the selection on the proposals submitted, but reserves the right to request additional information.**

**MCLEAN ISD
PROPOSAL FORM
Ag Truck**

Company Name: _____

Date: _____

To: McLean Independent School District
Attn: Amy Calvert, Business Manager
Mailing Address: PO Box 90, McLean, TX 79057
Physical Address: 600 Rowe St., McLean, TX 79057

Please provide a description of the specifications of the Ag Truck:

Please indicate the total cost of the Ag Truck:

TOTAL PROPOSAL AMOUNT: \$ _____

The Amount proposed shall be inclusive of all costs, fees and expenses to be paid.

Vendor's Representative

Date

ATTACHMENTS

Acknowledge by initialing in the blank that the following items are attached to this Proposal:

- Felony Conviction Notice _____
- Conflict of Interest Questionnaire _____
- Disclosure of Interested Parties (Form 1295) _____

It is understood that the District reserves the right to reject any or all proposals, or waive any informalities in the proposal process.

THIS PROPOSAL FORM MUST BE SUBMITTED BY 1:00 p.m. April 18, 2024.

MCLEAN ISD

FELONY CONVICTION NOTICE REQUIREMENTS

(Texas Education Code Sec. 22.08341. Criminal History Record Information Review of Certain Contract Employees)

VENDOR : _____

CONTRACT : RFP 24-01, Agricultural Pickup Truck
(description of work to be performed for which this notice is requested)

Texas Education Code §44.043, 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 an owner or operator of the business entity has been convicted of a felony. This 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 this conviction. The district must compensate the person or business entity for services performed before the terminated contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY HELD CORPORATION

MCLEAN ISD Board Policy CH (LEGAL) also states the following with regard to criminal history information:

“The District may obtain criminal history record information that relates to an employee of, or applicant for employment by, a person that contracts with the District to provide services if:

1. The employee or application has or will have continuing duties related to the contracted services; and,
2. The duties are or will be performed on school property or at another location where students are regularly present.”

MCLEAN ISD

FELONY CONVICTION NOTICE

In accordance with the above-described statutory provisions, 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 furnished information is true to the best of my knowledge.

VENDOR: _____

AUTHORIZED COMPANY OFFICIAL: _____
(print name)

Choose the following, as applicable:

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

SIGNATURE OF COMPANY OFFICIAL: _____

OR

- B. My firm is not owned nor operated by anyone who has been convicted of a felony.

SIGNATURE OF COMPANY OFFICIAL: _____

OR

- 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): _____

SIGNATURE OF COMPANY OFFICIAL: _____

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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).

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.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ 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.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

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.

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?

☐ Yes ☐ No

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?

☐ Yes ☐ No

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.

6 ☐ 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).

7

Signature of vendor doing business with the governmental entity

Date

