



# *Columbia-Brazoria*

INDEPENDENT SCHOOL DISTRICT

P.O. Box 158, West Columbia, TX 77486

★ 979-345-5147 ★

fax 979-345-4890



[www.cbisd.com](http://www.cbisd.com)

DATE: April 20, 2023

TO: The Facts

RE: Columbia-Brazoria ISD - Proposal Advertisement

The following Public Proposal advertisement is to be published on **Thursday, April 27, 2023**, and again on **Thursday, May 4, 2023** in The Facts.

**COLUMBIA-BRAZORIA ISD** is accepting competitive sealed proposals addressed to Julie Taylor, Chief Financial Officer, 520 South 16<sup>th</sup> Street, West Columbia, Texas, 77486, for July 2023-June 2024 district-wide: office supplies and school supplies, building materials, plumbing replacement supplies, grounds supplies and services, HVAC replacement materials, electrical replacement materials, electrical and plumbing contract services, mower repair parts, concrete, flooring, wastewater treatment services, and automotive parts and supplies for buses and other district vehicles. Specifications can be obtained from Justen Williams, Maintenance Director, 979-799-1800 or Rey Ornelas, Transportation Director, 979-799-1820 or at [www.cbisd.com](http://www.cbisd.com) (Departments/Business Services/Proposals). Proposals should be sealed and marked "2023-2024 Maintenance, Transportation and General Supplies RFP" on the outside to be received at the above address no later than **2:00 p.m. on Wednesday, May 24, 2023** at which time they will be opened. No faxed/emailed proposals will be accepted. The Board of Trustees reserves the right to reject any and/or all proposals, to award for individual items as they may appear advantageous, and to waive all formalities in bidding.

**Automotive Parts and Supplies:**

Columbia-Brazoria ISD is requesting proposals on automotive parts and supplies for all buses and district vehicles needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost. Please include a catalog or a sample of itemized prices as examples. Freight costs should be separate.

Discount from retail price \_\_\_\_\_

OR

Percentage above dealer cost \_\_\_\_\_

**Building Materials:**

This proposal covers the supplying of all building materials needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost. Please include a catalog or a sample of itemized prices as examples. Freight costs will be shown separate from material costs.

Discount from retail price \_\_\_\_\_

OR

Percentage above dealer cost \_\_\_\_\_

**Electrical Replacement Materials:**

This proposal covers the supplying of all electrical replacement materials needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost. Please include a catalog or a sample of itemized prices as examples. Freight costs will be shown separate from material costs.

Discount from retail price \_\_\_\_\_

OR

Percentage above dealer cost \_\_\_\_\_

**Electrical, HVAC or Plumbing Contract Services:**

This proposal covers the electrical, HVAC or plumbing contract services needed July 1, 2023 through June 30, 2024. Please propose an hourly rate for contract services on an as needed call out basis.

Regular Rate per hour \_\_\_\_\_

After hours rate per hour \_\_\_\_\_

Call out fee (if applicable) \_\_\_\_\_

**HVAC Replacement Materials:**

This proposal covers the supplying of all HVAC replacement materials needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost. Please include a catalog or a sample of itemized prices as examples. Freight costs will be shown separate from material costs.

Discount from retail price \_\_\_\_\_

OR

Percentage above dealer cost \_\_\_\_\_

**Plumbing Replacement Materials:**

This proposal covers the supplying of all plumbing replacement materials needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost. Please include a catalog or a sample of itemized prices as examples. Freight costs will be shown separate from material costs.

Discount from retail price \_\_\_\_\_

OR

Percentage above dealer cost \_\_\_\_\_

**Mower Repair Parts:**

This proposal covers the supplying of all mower repair parts needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost. Please include a catalog or a sample of itemized prices as examples. Freight costs will be shown separate from material costs.

Discount from retail price \_\_\_\_\_

OR

Percentage above dealer cost \_\_\_\_\_

**Grounds Improvement Supplies & Services:**

This proposal covers the supplying of all grounds improvement supplies and services needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost or a rate per hour for services. Please include a catalog or a sample of itemized prices as examples. Freight costs will be shown separate from material costs.

Discount from retail price \_\_\_\_\_

OR

Percentage above dealer cost \_\_\_\_\_

Regular Rate per hour \_\_\_\_\_

**Concrete Materials & Services:**

This proposal covers the supplying of all concrete material and services needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost or a rate per hour for services.

Discount from retail price \_\_\_\_\_  
OR  
Percentage above dealer cost \_\_\_\_\_  
  
Regular Rate per hour \_\_\_\_\_

**Flooring Supplies & Services:**

This proposal covers the supplying of all flooring supplies and services needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost or a rate per hour for services. Please include a catalog or a sample of itemized prices as examples. Freight costs will be shown separate from material costs.

Discount from retail price \_\_\_\_\_  
OR  
Percentage above dealer cost \_\_\_\_\_  
  
Regular Rate per hour \_\_\_\_\_

**Wastewater Treatment Supplies & Services:**

This proposal covers the supplying of all wastewater treatment supplies and services needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost or a rate per hour for services.

Discount from retail price \_\_\_\_\_  
OR  
Percentage above dealer cost \_\_\_\_\_  
  
Regular Rate per hour \_\_\_\_\_

**Office Supplies and School Supplies:**

This proposal covers the supplying of all office supplies and school supplies needed July 1, 2023 through June 30, 2024. Please propose a discount from retail or a percentage above dealer cost or a rate per hour for services.

Discount from retail price \_\_\_\_\_  
  
OR  
Percentage above dealer cost \_\_\_\_\_

If you have any questions, please contact:

Automotive parts and supplies – Rey Ornelas, Transportation Director, 979-799-1820 or [herman.ornelas@cbisd.com](mailto:herman.ornelas@cbisd.com)

Other materials and repairs – Justen Williams, Maintenance Director, 979-799-1800 or [justen.williams@cbisd.com](mailto:justen.williams@cbisd.com)

Proposals should be sealed and marked “2023-2024 Maintenance, Transportation and General Supplies RFP ” on the outside to be addressed to Julie Taylor, Chief Financial Officer, 520 South 16<sup>th</sup> Street, West Columbia, Texas, 77486 to be received no later than **2:00 p.m. on Wednesday, May 24, 2023** at which time they will be opened. No faxed/emailed or late proposals will be accepted. The Board of Trustees reserves the right to reject any and/or all proposals, to award for individual items as they may appear advantageous, and to waive all formalities in bidding.

Responding to this request will authorize your company as an approved vendor for the dates above. An approved vendor list will be prepared based upon the responses received for the various categories listed. Price quotes may be obtained prior to any purchases being made in order to best benefit the district.

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

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

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

\_\_\_\_\_

Contact Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name / Title \_\_\_\_\_

Date \_\_\_\_\_

## FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (1), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator 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.

Vendor's Name: \_\_\_\_\_

Authorized Company Official's Name (Printed): \_\_\_\_\_

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

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

( ) My firm is owned or operated by the following individual(s) who has/have been convicted

of a felony:

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

Description of felony conduct: \_\_\_\_\_

\_\_\_\_\_

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 information furnished is true to the best of my knowledge.

### (PLEASE PRINT OR TYPE)

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE # (\_\_\_\_) \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_