



REQUEST FOR PROPOSALS

RFP # 14-05-04

Fencing Services

The Houston Independent School District ("HISD" and/or the "District") is soliciting proposals for **solicitation for Fencing Services, including installation and repair** as more fully set out in the Scope of Work and Specific Conditions and Specifications sections of this Request for Proposals ("RFP"). An original and at least 2 copies of the proposal must be submitted in accordance with the instructions set out herein to:

Houston Independent School District
Board Services - Room 1C03
Attn: **Stephen Pinchback**
RFP/ **Fencing Services 14-05-04**
4400 West 18th Street
Houston, TX 77092

Each set of the proposal must be submitted in a binder. The original proposal must be labeled "ORIGINAL" and contain original signatures. The copies of the original must be labeled "COPY."

Each binder and any container for the binder(s) must be labeled on the outside with the Proposer's name, address, the RFP number and the RFP name.

Proposals will be received at the above address until **June 11th, 2014 by 2pm CST.** A pre-proposal conference will be held in conjunction with the RFP at **May 28th, 2014 at 9am room 2C10.** Submitting proposals prior to the pre-proposal conference is not recommended, and such proposals may be rejected by HISD. A more detailed timeline is set out in the Instructions, Submission Requirements and Procedures section of the RFP. Proposals will be reviewed as received in a manner that avoids disclosure to competing proposals. Contents of proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the Proposer(s) submitting the proposal will be made available to the public before award of the RFP. Proposals received after the Proposal due date and time will not be considered.

Faxed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the proposal due date and time. HISD will not be responsible for proposals delivered late by the United States Postal Service, or any other delivery or courier services. All proposals must remain open for one hundred twenty (120) days from the proposal due date pending acceptance by HISD.

The District will award this RFP to a single respondent or multi-supplier award, based upon the evaluation of all proposals received. More details regarding evaluation of proposals are included in Section III, which is the Scope of Work and Specific Conditions section of this RFP.

Gilberto A. Carles

Gilberto A. Carles, MBA
General Manager – Procurement Services

Date

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I. INSTRUCTIONS, SUBMISSION REQUIREMENTS AND PROCEDURES

1.1 GENERAL INFORMATION: The following instructions by the District are intended to afford Proposer(s) an equal opportunity to participate in the proposal process and provide a predetermined set of criteria representing the District's business and service requirements. This proposal is governed by Texas Education Code (TEC), other applicable Texas state statutes, and all local Board of Education (Board) policies.

1.1.1 CODE OF SILENCE AND CONFLICTS OF INTEREST: The Board of Education (Board) has adopted a "Code of Silence" policy (ref. [Board Policy CAA \(Local\)](#)) and a "Conflict of Interest Disclosures" policy (ref. [Board Policy BBFA \(Local\)](#)) to enforce its commitment to ethical contracting standards and improve accountability and public confidence. It is important to avoid both the appearance of conflicts and actual conflicts of interest.

1.1.2 The "Code of Silence" shall mean a prohibition on any communication regarding any RFP, bid, or other competitive solicitation between:

1. Any person who seeks an award from the District or its affiliated entities (including, but not limited to, the HISD Foundation and the HISD Public Facility Corporation), including a potential vendor or vendor's representative, and
2. Board members, the Superintendent of Schools, senior staff members, principals, department heads, directors, managers, or other District representatives who have influence in the evaluation or selection process.

The "Code of Silence" time period shall begin when the Request for Proposal (RFP) is issued and ends upon the execution of the contract. During the "Code of Silence", campaign contributions, gifts, donations, loans, and any other items of value are prohibited between these parties, including candidates who have filed for election to the Board.

The "Conflicts of Interest Disclosures" requires a Board member to disclose and recuse himself or herself from voting on any contract, agreement, or any other District transaction involving an entity or related officer and/or key employee who has provided campaign contributions during the preceding 12 month period in excess of \$500.

Board Policy CAA (Local) pertaining to the "Code of Silence" and Board Policy BBFA (Local) pertaining to "Conflicts of Interest Disclosures" are attached by URL link above and incorporated by reference. Please review the policies carefully and ensure that the policies are followed in all respects. Proposer(s) agree and understand that non-compliance with the "Code of Silence" policy may result in disqualification. Furthermore, the failure of a Board member to disclose a conflict of interest may result in the debarment of a vendor for 24 months.

1.1.3 By submitting a proposal, the Proposer agrees to provide the goods/services in full accordance with the specifications and other contract documents notwithstanding existing material and labor markets conditions.

1.1.4 The designated project manager during the proposal process shall be **[insert name of project manager]** ("Project Manager"), Procurement Services, 4400 West 18th Street, Houston, Texas 77092, phone **[insert telephone number of project manager]**, or, **[insert e-mail address of project manager]**. **All communications pertaining to the RFP shall be addressed in writing to the Project Manager, as indicated in the next paragraph.**

1.1.5 Questions concerning the RFP will be answered only if sent to the Procurement Services Department, in writing via email spinchba@houstonisd.org, **on or before 5/27/14 2P.M. Central Time**. If there is a pre-proposal conference, responses to written questions submitted prior to the pre-proposal conference will be read at the pre-proposal conference and included in the first addendum along with additional information including questions and responses from the pre-proposal conference. All questions submitted in writing to the Project Manager prior to the

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deadline will be answered in the form of addenda. All addenda will be posted on the HISD Procurement website.

The Board of Education has approved a resolution establishing policy requiring Supplier(s) to have paid all assessed taxes and be free of any indebtedness to the District before a project is awarded.

Proposer(s) shall provide the District with a statement concerning any indebtedness, including personal and real property taxes, when submitting responses.

1.1.6 In an effort to encourage minority and women owned businesses to participate in HISD business and submit proposals based upon their capacity to perform and be successful, this project may be awarded to more than one Proposer if it is in the best interest of the District to do so. Interested Proposer(s) should obtain additional information concerning the District's location of schools and offices and consider submitting their proposal for any one or more schools and/or departments, or the entire District.

1.1.7 All costs related to the preparation and submission of this proposal shall be paid by the Proposer. Issuance of this RFP does not commit HISD, in any way, to pay any costs in the preparation and submission of the proposal. Nor does the issuance of the RFP obligate HISD to award, enter into an agreement, or purchase any goods and services stated in the RFP.

1.2 DEFINITIONS AND TERMS: In this RFP, terms are used as follows:

1.2.1 "Agreement" is defined in Section II, General Terms and Conditions.

1.2.2 "HISD, owner, district, and/or government entity" refers to Houston Independent School District.

1.2.3 "Proposer" refers to the person/firm that submits the proposal to this RFP.

1.2.4 "Project" means the Scope of Work for furnishing goods and services.

1.2.5 "Proposal" refers to the document submitted by an entity that addresses the scope and requirements of this RFP.

1.2.6 "RFP" refers to this Request for Proposal.

1.2.7 "Scope of Work" is set forth in Section III. Scope of Work and Specific Conditions.

1.2.8 "Supplier" and/or "Vendor" refer to the person(s)/firm(s)/entity(ies) to whom a contract is awarded pursuant to this RFP.

1.2.9 Singular terms shall include the plural and vice versa. A gender reference includes both genders.

1.3 SPECIFICATIONS: Proposer(s) are expected to examine and be familiar with all requirements and obligations of this entire RFP. Failure to do so will be at the Proposer(s) risk. The evaluation criteria for the award of this RFP are set forth in the Scope of Work and Specific Conditions Section of this RFP at paragraph 3.5. All exceptions to the specifications and requirements of the RFP must be noted in detail in the Proposal Exception Form (Form E hereto) and included in the proposal.

1.4 PROPOSAL INFORMATION REQUIRED:

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1.4.1 To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

The Proposal shall be submitted in a binder with tabs as set forth below:

Title Page

Show the RFP subject, the name of the Proposer's firm, address, telephone number, name of contact person, and date.

- **Tab 1 – Table of Contents**

Clearly identify the materials by sections and page numbers.

- **Tab 2 – Proposal Submission Forms**

Complete and return Forms A–G set forth in the last Section of this RFP. The set of forms submitted in the proposal marked "ORIGINAL" requires original manual signatures. Copies of the forms bearing original signatures should be included in each additional proposal.

The forms should be submitted in the following order:

1. FORM A: Company Information
2. FORM B: M/WBE Participation Report
3. FORM C: Addendum for Agreement Funded by U.S. Federal Grant (Non-Construction Contracts)
4. FORM D: Pricing and Service Affirmation
5. FORM E: Exception Form
6. FORM F: Price Schedule (if applicable) (should be placed in tab 7)
7. FORM G: CHE (Local) Questionnaire

- **Tab 3 – Profile of the Proposer**

- a. Indicate the number of people in your organization and their level of experience and qualifications and the percentage of their time that will be dedicated to this project.
- b. Provide a list of the Proposer's top ten current and prior two years' clients indicating the type of goods and/or services your organization has provided and/or performed for each client.
Certification of Insurance (Acord form).

- **Tab 4 – Scope Section**

Clearly describe the scope of the goods and /or services to be provided based upon the information in the Scope of Work and Specific Conditions and Specification Sections stated in the RFP. Respond to each item listed.

- **Tab 5 – Questionnaire Response — [If questionnaires are supplied and a response is required.]**

Respond to any questionnaires included in the RFP. If no questionnaires are submitted, this section should be left blank.

- **Tab 6 – Invoice Procedure**

- a. Describe the firm's invoicing procedure.
- b. Include documentation identifying all of the Proposer's fees.
- c. Payment terms. The District's standard payment terms are 30 days after invoice is received. State any payment discounts that your company offers, i.e., 2% 10 days – net 30; or 5% 7 days – net 30.

- **Tab 7 – Price**

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Any and all pricing information, including any alternate pricing proposals that may be acceptable for some projects. Include a hard copy of Form F (Price Schedule) in this section, if applicable.

- **Tab 8 – Addenda**

Insert all addenda under this section.

1.5 SUBMISSION OF PROPOSALS: The Proposer(s) should propose his/her lowest and best price, (as applicable), on each good/service which is the subject of this RFP. Proposals shall be submitted in strict compliance with the instructions set out in this RFP.

1.5.1 All prices shall be entered on the proposal in ink or typewritten. All required signatures shall be original and in ink.

1.5.2 Proposed prices should be firm (fixed). If the Proposer(s), however, believes it necessary to include in his/her price an economic price adjustment, such a proposal may be considered, but only as an alternate proposal and should be noted in the Exception Form (FORM E). The economic price adjustment should give the maximum price increase or decrease (either % or \$) and the date and/or event at which the increase would be effective. Additionally, if a Proposer has reason to believe a better (more cost effective) method is practical, then the Proposer may offer that better pricing option as an alternative.

1.5.3 All costs associated with the project must be enumerated in the proposal. Any costs associated with the project not explicitly enumerated and discussed in the proposal will not be honored. Proposer(s) shall provide information on their standard fee arrangement for any goods and/or services proposed, and any discounts offered. Proposer(s) must include in the cost proposal all travel and accommodation expenses associated with travel to perform this project. Travel expenses associated with the project must conform to a “reasonableness” test for travel expenditures associated with governmental travel and must be pre-approved by the District before being incurred.

1.5.4 The District’s standard freight terms are F.O.B., destination, prepaid and allowed. HISD may specify various and different locations within the District for “destination” during the term of the Agreement, or extension of the term, and prices should include allowances for such freight contingencies. No C.O.D. shipments will be accepted. If the goods are not shipped in accordance with HISD’s directions and the instructions set out in the Agreement, the Supplier shall pay to HISD any excess cost incurred by District.

1.5.5 Proposer(s) are required to provide HISD with a menu of any optional services offered. Each service must be priced separately and independent of any other services offered or rendered.

1.5.6 HISD is exempt from and will not be responsible for payment of any taxes.

1.5.7 Failure to manually sign the required forms of this proposal may result in rejection of the proposal.

1.5.8 A signed submitted proposal constitutes an offer to perform the work and/or deliver the product(s) specified in this RFP.

1.6 FINANCIAL INFORMATION: Proposer(s) may be required to submit a current audited financial statement. The Project Manager will determine the necessity of financial information. In the event the Proposer(s) does not have an audited statement, other information such as an unaudited statement or copies of the Proposer(s)’ federal income tax returns, with all amendments, may be required.

1.7 DISCUSSIONS / NEGOTIATIONS: Discussions/negotiations may be conducted with Proposer(s) who are deemed to be within the final competitive range; however, HISD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined by HISD and will include only those initial proposals

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that HISD determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, Proposer(s) may be required to submit a best and final offer. The best and final offer may be required as early as 24 hours after completion of negotiations/discussions.

1.8 BEST AND FINAL OFFERS: Best and final offers must be received by the date/time provided during discussions/negotiations, or the originally submitted proposal will be used for further evaluation and award recommendation.

1.9 MODIFICATION OR WITHDRAWAL OF PROPOSALS: Proposals may be modified or withdrawn by written or electronic notice received by the Project Manager prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a Proposer's authorized representative prior to the Proposal Due Date and time, provided the Proposer's identity is confirmed and Proposer's representative signs a receipt for the proposal.

1.10 OPENING PROPOSALS: All proposals may be opened as soon as received. A formal public "opening" will not be held. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but HISD's records are subject to the State of Texas Public Information Act requirements.

1.11 SCHEDULE: The following schedule and timelines apply to this RFP.

1.11.1 **Proposal Schedule:** HISD desires to complete the proposal process in accordance with the following timeline which is subject to change at the District's discretion:

Timeline	
Release RFP	May, 19, 2014
Pre-Proposal Conference	May, 28, 2014; in Room 2C10, Hattie Mae White Educational Support Center, 4400 West 18 th Street, Houston, Texas 77092
Last date for questions:	
RFP Due	June, 11, 2014—2pm CST
Evaluation Period	The week of June 16, 2014 (subject to change)
Selected Proposal(s) Approved	Next regularly scheduled Board meeting after interviews and selection

1.11.2. Proposer(s) are strongly encouraged to attend the pre-proposal conference. The conference will start promptly at the stated time and be moderated by a Procurement Department member. General rules of business meeting protocol will be observed during the meeting. Admittance for individuals arriving late is at the discretion of the moderator. In the event that an individual is admitted late, questions already discussed will not be revisited during the remaining portion of the conference.

Individuals attending the pre-proposal conference will be required to sign an attendance roster. In addition to their name and company name, each person will be asked to supply an email address, telephone number and a fax number for facsimile transmissions, if needed. This attendance roster will be posted as an addendum on the District's website along with the RFP and other related documents.

1.11.3 At the District's discretion, one or more Proposer(s) may be invited to demonstrate their solution(s) and/or system(s) and interview, based on a District pre-defined agenda and time line. Said Proposer(s) will be notified by e-mail if the District determines that such demonstrations and interviews are needed. Proposer(s) shall demonstrate their competence, qualifications and/or ability to satisfy the District's RFP requirements.

1.11.4 Award of the Project to Proposer(s) will be confirmed by a fully executed Agreement, an Agreement Letter and/or confirming Purchase Order.

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1.11.5 Timelines set forth herein may be strictly enforced by the District. The District, however, maintains sole discretion to adjust any deadline or timeline to suit the best interests of the District.

1.11.6 **Late Proposals:** Responses submitted after the due date and time noted in this RFP shall not be considered and shall be returned to the Proposer(s), unopened, by United States Mail. The District is not responsible for lateness of U.S. Mail, Commercial (Professional) Carrier, personal delivery, or any other delivery method. The time and date stamp clock in the Houston ISD's Board Services Department, Hattie Mae White Educational Support Center, 4400 West 18th Street, Houston, Texas 77092, shall be the official date and time of receipt. It shall be the sole responsibility of the Proposer(s) to ensure that his or her bid is received at the appropriate location by the specified deadline. **There shall be no exceptions to these requirements.**

1.12 RETENTION OF PROPOSAL DOCUMENTATION: All proposal materials and supporting documentation that are submitted in response to this proposal becomes the permanent property of HISD.

1.13 RESERVATION OF RIGHTS: The District reserves the right to reject any and all proposals. The District reserves the right in its sole discretion to accept the proposal(s) it considers the best value for the District, and the right to waive any and all minor irregularities in the proposal(s). Additionally, the District reserves the right to waive any requirements of the RFP. The District further reserves the right to reject all proposals and seek new proposals when such action would be deemed in the best interests of the District.

1.14 APPEAL PROCESS: Any Proposer(s) that submitted a proposal may appeal the District's award, if the appeal is based on deviations from laws, rules, regulations, or Board of Education policies. Board of Education GF Local applies to Proposer(s) wishing to appeal a proposal and/or award of a contract: Proposer(s) shall submit appeals via U.S. mail or electronic-mail (e-mail), utilizing the District Dispute Resolution Form, to the General Manager – Procurement Services, and appeals must be received no later than 4:00 P.M. on or before the fifteenth (15th) business day after Board Award. In the event that a Proposer is unsure about the Board Award, it is the Proposer's responsibility to contact Procurement Services on the next business day after the Board Award is announced, and verify the specifics concerning the Award. Proposers need to conduct whatever research is necessary to verify the Award, and, in the event that an appeal is filed, must meet the fifteenth business day rule stated in GF Local. The 15 days begins to run on the first business day after Board Award is announced.

II. GENERAL TERMS AND CONDITIONS

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The following terms and conditions are incorporated into this RFP and incorporated into any letter agreement or formal written agreement between HISD and the successful Proposer(s).

2.1 AGREEMENT, INTEGRATION, TERM & TRANSITION, PURCHASE ORDER REQUIREMENTS:

2.1.1 The terms, conditions, specifications, stipulations and requirements stated in this RFP, and any and all Addenda issued by HISD shall become part of the Agreement entered into between the District and the Supplier, unless otherwise determined by the District per the Agreement provisions. The Supplier, as determined by the District, may be required to execute a written contract to furnish all goods and/or services and other deliverables required for successful completion of the proposed project. **No Supplier shall obtain any interest or rights in any award until the District has executed the Agreement.** The District reserves the right to require any modification, or modifications to the Agreement terms if the modifications are deemed to be in the best interest of the District and do not substantially change the scope of the Board award.

2.1.2 The District does not sign Supplier contract forms. Supplier(s) should be familiar with the District's Agreement form, Agreement letter and/or purchase order and indicate in its proposal that this type of project documentation is acceptable. This information should be included in the transmittal letter. In the event that a project is awarded to a Supplier and the Supplier requests changes to the District standard Agreement form, the District reserves the right to cancel the award and re-award the project to an alternate Supplier(s).

2.1.3 In the event of a license agreement or other contract document requested by the Supplier for execution, the District reserves the right to review and amend such document at the District's discretion.

2.1.4 The Request for Proposals, with all Addenda, those provisions in the proposal that are satisfactory to the District, and the District's Agreement form(s), which may include, but are not limited to a written contract, agreement letter or purchase order constitute the Agreement between the Supplier and the District (collectively, the, "Agreement"). NOTWITHSTANDING ANYTHING TO THE CONTRARY IN ANY SUPPLIER FORM, PROPOSAL OR DOCUMENTATION, THE TERMS AND CONDITIONS OF THE AGREEMENT AS INTEGRATED ABOVE SHALL BE CONTROLLING IN ALL INSTANCES. To the extent there is any conflict between or among the documents composing the Agreement, the following hierarchy (from most to least authoritative) shall prevail: (i) District's Agreement forms (written contract, agreement letter or purchase order as applicable), and (ii) RFP as provided by the District all Addenda, and (iii) any Proposal provisions agreed to by the District.

2.1.5 Unless otherwise provided or required by the District, a standard agreement which results from this RFP shall be for a period of one year from the effective date of the Agreement with an exclusive option by the District to renew on an annual basis thereafter for two additional one-year terms, or as otherwise stated in the Agreement. Alternately, the District may approve longer or shorter terms of agreement upon the mutual consent of the parties. At the District's option, there may be an additional 90-day transitional period added to the end of the initial term or any renewal term. The Agreement prices, terms and conditions are to remain in force during the transitional period. Should the Agreement with the Supplier terminate during the initial or any renewal term for any reason, the District reserves the right to have the same transitional period, prices, terms and conditions as if the Agreement terminated at the expiration of that term.

2.1.6 At the discretion of the District, purchases may require the issuance of an official HISD purchase order from the District's Procurement Services Department. If so required, then all goods provided without a purchase order will be returned at Supplier's expense. All services provided without a purchase order may be considered a contribution to the District.

2.1.6.1 HISD reserves the right to make changes to a purchase order (e.g., increase/decrease quantities, change delivery date, delivery address). Any changes to a purchase order shall be communicated to the awarded supplier by the issuance of a formal change purchase order. Only an HISD procurement staff member may make a

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change to the purchase order by issuing and sending a formal change purchase order to the awarded supplier.

2.1.7 Once the performance of the Agreement has begun, any change orders or requests will be made in accordance with Texas Education Code Section 44.0411 and applicable HISD procedures and policies. If Supplier acts on the direction of a District employee that is not authorized to make changes, Supplier does so at his or her own risk or peril and risks termination of the Agreement for cause. Also, if a Supplier attempts, or receives, a modification/amendment from a District employee that is not authorized to make changes, the Supplier does this at his or her own risk or peril and risks termination of the Agreement for cause.

2.2 NON-ASSIGNMENT: The Supplier may not assign, sell, or otherwise transfer its interest in the Agreement award or any part thereof, without prior written consent from the District. The Supplier shall have full responsibility for the completion and performance of all services and the delivery of all goods awarded to Supplier pursuant to this RFP.

2.3 USE OF DISTRICT NAME OR LOGO(S): Supplier may not use the District's official name or logo, or any phrase associated with the District, without the written permission from the Board of Education, the Superintendent of Schools, or their designee.

2.4 AUTHORIZATION / PERMITS: The Supplier must have current licenses, permits, fees and similar authorizations required by the City of Houston, Harris Country, and the State of Texas to conduct business and provide awarded goods and/or services to the District and, upon the request of the District, must provide copies of all licenses, permits and fees as being paid and current that are required to do business by the city, county and State for the type of business they are seeking to provide to the District. Supplier will maintain all such licenses, permits, fees and similar authorizations current for the duration of the Agreement term.

2.5 SUPPLIER NATIONWIDE CRIMINAL BACKGROUND CHECKS: Pursuant to Sections 22.085 and 22.0834 of the Texas Education Code, Supplier hereby certifies that all employees, subcontractors and volunteers of the Supplier who are hired by Supplier on or after January 1, 2008, and who have continuing duties related to the contracted services; and who have or will have direct contact with students have passed a national criminal history background record information review as required by those sections.

Supplier shall send or ensure that the employee or applicant sends to the Texas Department of Public Safety ("DPS") information that is required by the DPS for obtaining national criminal history record information, which may include fingerprints and photographs. DPS shall obtain the person's national criminal history record information and report the results through the criminal history clearinghouse as provided by Section 411.0845, Government Code.

Supplier must also obtain certifications from all subcontractors that their employees to whom Section 22.0834 applies have also passed a national criminal history background record information review.

Supplier must also provide assurances that all of its employees, subcontractors and volunteers, including those hired before January 1, 2008, who have contact with students have passed a criminal history background check current within the last year. If an employee, subcontractor or volunteer of the Supplier has a criminal conviction or has received deferred adjudication for a felony offense or a misdemeanor involving moral turpitude, the District may elect not to enter into this contract, or cancel the contract.

WARNING: Section 44.034 of the Texas Education Code requires that 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.

The district may terminate this contract if the district determines that the person or business entity failed to give notice as required by Section 44.034 (a) or misrepresented the conduct resulting in the conviction. The district will

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compensate the person or business entity for services performed before the termination of the contract.

2.6 SUPPLIER DOCUMENT AUDIT AND INSPECTION/RECORD RETENTION/STUDENT INFORMATION:

2.6.1 The District reserves the right to audit various Supplier documents as requested by the District. From time to time, the District may desire to audit certain Supplier documents to ensure compliance with the Agreement and/or proposal response. Some audits may include but are not limited to: checking Supplier's invoices, authenticating the origin, Material Safety Data Sheet (MSDS), shelf life of products and/or other similar types of documents. The Supplier agrees to furnish the District, in a reasonable time at a mutually agreeable place, documents requested by the District to perform any such reviews or audits.

2.6.2 HISD, or its authorized representative, shall be afforded unrestricted access to and permitted to inspect and copy all Supplier's records, which shall include but not be limited to accounting records (hard copy as well as computer readable data), correspondence, instructions, drawings, receipts, vouchers, memoranda and similar data relating to this project. Supplier shall preserve all such records for a period of five (5) fiscal years or for such longer period as may be required by law, after final payment relating to this project. If this project is funded from contract/grant funds provided by the U. S. Government or the State of Texas, all documentation, including books, and records shall be available for review and audit by the Comptroller General of the U. S. and/or the Inspector General of the federal sponsoring agency, or the State of Texas and its duly authorized representatives.

2.7 CONFIDENTIAL AND PROPRIETARY INFORMATION: The District and the Supplier may provide technical information, documentation and expertise to each other that is either (1) marked as being confidential or, (2) if delivered in oral form is summarized in writing within 10 working days and identified as being confidential ("Confidential Information"). The receiving party shall for a period of five (5) years from the date of disclosure (i) hold the disclosing party's Confidential Information in strict confidence, and (ii), except as previously authorized in writing by the disclosing party, not publish or disclose the disclosing party's Confidential Information to anyone other than the receiving party's employees on a need-to-know basis, and (iii) use the disclosing party's Confidential Information solely for performance of this project. The foregoing requirement shall not apply to any portion of a party's Confidential Information which (a) becomes publicly known through no wrongful act or omission on the part of the receiving party; (b) is already known to the receiving party at the time of the disclosure without similar nondisclosure obligations; (c) is rightfully received by the receiving party from a third party without similar nondisclosure obligations; (d) is approved for release by written authorization of the disclosing party; (e) is clearly demonstrated by the receiving party to have been independently developed by the receiving party without access to the disclosing party's Confidential Information; or (f) is required to be disclosed by order of a court or governmental body or by applicable law, provided that the party intending to make such required disclosure shall notify the other party of such intended disclosure in order to allow such party to seek a protective order or other remedy.

2.8 DATA AND PROPRIETARY INFORMATION: All work, regarding this project, shall be deemed "Work Made For Hire" as defined by the United States Copyright Law, and HISD retains for itself sole ownership of all proprietary rights in and to all designs, engineering details and other data pertaining to any discoveries, inventions, patent rights, software, improvements and the like made by the Supplier's personnel in the course of performing the work.

2.9 TEXAS PUBLIC INFORMATION ACT (TPIA): Supplier acknowledges that the District is subject to the Texas Public Information Act (TPIA). As such, upon receipt of a request under the TPIA, the District is required to comply with the requirements of the TPIA. In the event that the request involves documentation that the Supplier has clearly marked as confidential and/or proprietary, the District will provide the Supplier with the notices under the TPIA. Supplier acknowledges that it has the responsibility to file exceptions with the Texas Attorney General's Office on why the documents identified as confidential and/or proprietary fall within an exception to public disclosure.

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2.10 STUDENT CONFIDENTIALITY: Supplier acknowledges that the District has a legal obligation to maintain the confidentiality and privacy of student records in accordance with applicable law and regulations, including, but not limited to the Family Educational Rights and Privacy Act ("FERPA"). Any student information provided to Supplier shall be provided in compliance with the requirements and exceptions outlined in FERPA. Supplier must comply with said law and regulations and safeguard student information. Supplier may not disclose student information to a third party without prior written consent from the parent or eligible student. Supplier must destroy any student information received from the District when no longer needed for the purposes of the Agreement.

2.11 INSURANCE:

2.11.1 Unless otherwise agreed to by HISD, the Supplier shall carry insurance with responsible carriers acceptable to HISD rated A or better, by A.M. Best with minimum limits of liability coverage, as stated below, against claims for damages caused by bodily injury, including death, to employees and third parties, and claims for property damage. The Supplier shall furnish certificates of insurance (Acord Form) to HISD indicating compliance with this paragraph.

<u>Type of Coverage</u>	<u>Minimum Limits</u>
1. Workers' Compensation and Employer's Liability	Statutory \$100,000 per accident
2. Automobile Liability: Bodily Injury & Property Damage For all owned, non-owned vehicles and hired vehicles.	\$1,000,000 Combined Single Limit
3. Commercial General Liability	\$1,000,000 Combined Single Limit
4. Professional Liability (errors and omissions) may be required at the discretion of the Project Manager.	

2.11.2 The Supplier shall submit evidence with the proposal and again at the time of any execution of the contract/agreement that it has in full force and effect all insurance requirements listed above. The Supplier shall maintain such insurance in full force and effect throughout the duration of the Agreement. In the event that it is not commercially feasible to maintain insurance during the period required by the Agreement, Supplier shall supply HISD with equivalent assurance to the required insurance, acceptable to HISD.

2.11.3 HISD shall be named as an additional insured on the automobile and commercial general liability policy. HISD shall be named as an alternate employer on the workers' compensation policy. A waiver of subrogation shall be issued in favor of HISD in the workers' compensation, automobile and commercial general liability policies. The Supplier shall provide HISD with original certificates of insurance, acceptable to HISD. Insofar as allowed by law, such certificates shall indicate an agreement by each carrier not to cancel or significantly diminish coverage without a minimum of thirty (30) days prior written notice to HISD. In the event there is a deductible on any policy, the Supplier may be asked to provide evidence to the satisfaction of HISD that it is able to satisfy the deductible.

2.11.4 Notice regarding insurance and **cancellation or changes** should be mailed to:

Project Manager as stated in Section 1.1.5 of this RFP

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Houston Independent School District
Procurement Services
4400 West 18th Street
Houston, Texas 77092

2.11.5 HISD reserves the right to require additional insurance coverage to be carried by the Supplier as deemed desirable by HISD, depending on the type of project.

2.12 TAXES: HISD is exempt from local, state and federal taxes. In the event that taxes are imposed on the goods and/or services purchased, the District will not be responsible for payment of the taxes. The Supplier shall absorb the taxes entirely. The District will supply tax exemption information upon request.

2.13 INVOICES/PAYMENT:

2.13.1 HISD standard payment terms are net 30 days after receipt of invoice. Supplier may offer the District a cash discount for payment of an invoice(s) with stated discount terms. Supplier's invoices should be sent to: Houston Independent School District, Controller's Office, Accounts Payable Department, 4400 West 18th Street, Houston, Texas 77092.

2.13.2 Invoices will be date and time stamped upon receipt in the Accounts Payable Department, and the cash discount, when applicable, will be calculated from the "receipt date" stamped on the invoice. Supplier's invoices **must** contain the appropriate HISD purchase order number on the face of the invoice. Each line item on the invoice should contain the corresponding line item number shown on the purchase order. Invoices submitted without the correct purchase order number shown may be returned to the Supplier for correction. Corrected invoices will be subject to the same payment provisions as original invoices.

2.13.3 Invoices should be provided to the District in a timely manner. Supplier is requested to invoice the District within 30 days of providing goods and/or services to the District.

2.13.4 In the event a Supplier presents the District with invoices, statements, reports, etc. that are incomplete, inaccurate or in need of substantial internal research, such action could result in delay of payment. The District will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate or incomplete information provided in invoices by Supplier.

2.14 QUANTITY:

2.14.1 There is no guaranteed amount of business, expressed or implied, to be purchased, or contracted for by HISD. However, the Supplier shall furnish all required goods and/or services to the District at the stated price, when and if required.

2.14.2 The District's agreement may be offered to other school districts or governmental entities. If applicable and at the discretion of the District, a forecast of planned usage will be issued as part of the project. This forecast is based upon the District's historical usage. If the District exceeds that forecast of usage and the Supplier experiences a higher volume of sales, the District may request a value consideration to compensate the District for said increased sales in the form of a volume usage rebate. Supplier should include, in their proposal, the method(s) they will use to calculate the usage rebate and discuss how the rebate will be calculated and paid.

2.14.3 The District expressly reserves the right to procure any goods or services from other sources or by other means.

2.15 BONDING: At the District discretion, Performance and Payment Bonds may be required on certain projects

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valued in excess of designated amounts (\$100,000 for Performance Bond & \$25,000 for Payment Bond). The District will determine the necessity of Performance and Payment Bond on a project by project basis. The procurement Project Manager will advise potential Proposers if a particular project requires bonding. A sample of the Performance Bond and the Payment Bond can be found at the following web address:

<http://apptemp.houstonisd.org/Procurement/WebPDF/BondGroup.pdf>

2.16 GOVERNING LAW: Any agreement resulting from this RFP shall be governed by, construed and enforced in accordance with the laws of the State of Texas without regard to the conflicts or choice of law principles thereof. The parties irrevocably consent to the jurisdiction of the State of Texas, and agree that any court of competent jurisdiction sitting in the County of Harris, State of Texas, shall be an appropriate and convenient place of venue, and shall be the sole and exclusive place of venue, to resolve any dispute with respect to the Agreement.

2.17 RELATIONSHIP OF THE PARTIES: It is understood and agreed that the Supplier is a separate legal entity from HISD and neither it nor any employees, volunteers, or agents contracted by it shall be deemed for any purposes to be employees or agents of HISD. The Supplier assumes full responsibility for the actions of its personnel and volunteers while performing any services incident to the Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers' compensation, disability benefits and like requirements and obligations.

2.18 NO WAIVER OF IMMUNITY: The District does not waive or relinquish any immunity or defense on behalf of itself and its trustees, officers, employees, and agents as a result of entering into any agreement or contract relating to this project or by performing any of the functions or obligations relating to the project. Nothing in any agreement shall be construed as creating any personal liability on the part of any trustee, officer, employee, or representative of HISD. No waiver of a breach of any provision of the contract and/or agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

2.19 INDEMNIFICATION: THE SUPPLIER SHALL INDEMNIFY, AND HOLD HARMLESS AND DEFEND HISD AND EACH OF IT'S RESPECTIVE PAST, PRESENT AND FUTURE OFFICERS, TRUSTEES, AGENTS, AND EMPLOYEES IN THEIR INDIVIDUAL AND OFFICIAL CAPACITIES, FROM AND AGAINST ALL CLAIMS, LOSSES OR DAMAGES, INCLUDING ATTORNEY'S AND EXPERT'S FEES, COURT COSTS AND EXPENSES INCURRED BY HISD AND IT'S OFFICERS, TRUSTEES, AGENTS AND EMPLOYEES, FOR INJURY, INCLUDING DEATH, TO PERSONS, OR DAMAGE TO OR DESTRUCTION OF PROPERTY, AND LAWSUITS, DEMANDS OR CAUSES OF ACTION OF WHATSOEVER KIND OR NATURE BASED UPON, RESULTING FROM OR ARISING OUT OF OR IN CONNECTION WITH ANY NEGLIGENT ACT, ERROR, OMISSION, MISREPRESENTATION, OR MISCONDUCT BY SUPPLIER AND ITS EMPLOYEES, OFFICERS, SUB-CONSULTANTS, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH SUPPLIER'S PERFORMANCE OF THE AGREEMENT.

All obligations as set forth in this paragraph shall survive the completion of or termination of the Agreement.

It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligation, such legal limitations are made a part of the indemnification obligation to the minimum extent necessary to bring the provision into conformity with the requirements of such limitations, and as so modified, the indemnification obligations shall continue in full force and effect.

2.20 NOTICE: Any notice required to be given relating to the Agreement shall be in writing and shall be duly served when hand-delivered to the addressees set forth below, or shall have been deposited, duly registered or certified, return receipt requested, via the United States Postal Service, addressed to the other party at the following addresses:

To: ***Supplier's Contact Name and Address as listed in Form A***

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To: Houston Independent School District
Attn: Superintendent of Schools
4400 West 18th Street
Houston, Texas 77092

Copy To: Mr. Gilberto A. Carles, MBA
General Manager – Procurement Services
4400 West 18th Street
Houston, Texas 77092

Any party may designate a different address by giving the other party ten (10) days prior written notice in the manner provided above.

2.21 SECTION HEADINGS: The headings of sections and paragraphs contained in any document related to this project are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions relating to the project.

2.22 THIRD PARTY BENEFICIARIES: Nothing relating to this project shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against HISD or the Supplier(s).

2.23 DISPUTE RESOLUTION: At the option of the District, the Supplier and the District agree that prior to filing any suit, administrative proceeding, or other legal proceeding, related to this Agreement, each party shall submit any and all disputes to the alternative dispute resolution process of non-binding mediation. The Supplier and the District further agree to attend the mediation and to participate in settlement negotiations in a good faith effort to resolve any and all disputes through a written settlement agreement. The mediation shall take place in Harris County, Texas, and will be conducted by a mediator mutually selected by the parties. If the parties are unable to agree on a mediator, each party shall submit a list of up to three names as a mediator along with a curriculum vitae and costs associated with each name submitted. Each party will alternate in striking one name from the list until only one name remains. The remaining name will be the agreed upon mediator. HISD will have the first opportunity to strike a name from the list. All fees and costs of the mediator shall be shared equally between the parties. No formal record shall be made of the mediation.

2.24 TERMINATION:

2.24.1 The District reserves the right to terminate, without cause and for any reason, the Agreement resulting from this RFP upon thirty (30) calendar days prior written notice, or five (5) days prior written notice for cause.

2.24.2 HISD also has the right to terminate the Agreement for convenience, without penalty, for non-appropriation or non-availability of funds by delivery to the Supplier of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

2.25 DEFECTIVE / NON-CONFORMING WORK:

2.25.1 If, following seven (7) calendar days of a written notice to a Supplier identifying defective or nonconforming work, the Supplier or its subcontractors fail to correct such defective or nonconforming work, HISD may order the Supplier to stop further work, or any portion thereof, until the defect or nonconformance has been properly corrected by the Supplier or its subcontractors.

2.25.2 Should the Supplier not proceed with the correction of defective or non-conforming work within three (3) additional calendar days of HISD's order to stop further work, as set forth above, HISD may cause the removal,

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repair or correction of the defective or nonconforming work and may charge all associated costs of the same to the Supplier.

2.26 DEFAULT CONDITIONS: If the Supplier: (i) breaches any provision of the Agreement; (ii) , becomes insolvent, enters voluntary or involuntary bankruptcy, or receivership proceedings, or makes an assignment for the benefit of creditors; or (iii) is in violation of any state or federal law (collectively, "event(s) of default"), HISD will have the right (without limiting any other rights or remedies that it may have in the Agreement or by law) to terminate the Agreement with five (5) days prior written notice to the Supplier. HISD will then be relieved of all obligations, except to pay the reasonable value of the Supplier's prior performance, satisfactory to HISD (at a cost not exceeding the agreement rate and subject to any claims, costs and expenses incurred by HISD as a result of Supplier default). In the event of default, HISD is expressly authorized to obtain the goods or services that would have been provided by Supplier under this Agreement from an alternative source. The Supplier will be liable to HISD for all costs exceeding the Agreement price that HISD incurs in completing or procuring the services and goods as provided for in the Agreement. HISD's right to require strict performance of any obligation in the Agreement will not be affected by any previous waiver, forbearance, or course of dealing.

2.27 WARRANTIES: SUPPLIER EXPRESSLY WARRANTS THAT ALL THE GOODS AND SERVICES COVERED BY THE AGREEMENT RESULTING FROM THIS RFP WILL BE IN EXACT ACCORDANCE WITH THE REQUIREMENTS OF THE AWARD OF THE RFP AND RESULTING AGREEMENT AND FREE FROM DEFECTS IN MATERIALS AND/OR WORKMANSHIP. SUPPLIER EXPRESSLY WARRANTS MERCHANTABILITY FOR ALL GOODS PROVIDED PURSUANT TO THE RESULTING AGREEMENT. ALL WARRANTIES SHALL SURVIVE DELIVERY OF THE GOODS AND COMPLETION OF THE SERVICES, AND SHALL NOT BE DEEMED WAIVED EITHER BY REASON OF THE DISTRICT'S ACCEPTANCE OF SAID GOODS AND SERVICES OR BY PAYMENT FOR THEM. ANY DEVIATIONS FROM THE AGREEMENT, OR DESCRIPTIONS OR SPECIFICATIONS FURNISHED THEREUNDER, OR ANY OTHER EXCEPTIONS OR ALTERATIONS MUST BE APPROVED IN WRITING BY THE DISTRICT'S PROCUREMENT GENERAL MANAGER.

2.28 USE BY OTHER GOVERNMENT ENTITIES: The Texas Education Code 44.031 (a)(4) allows for government entities, i.e. state agencies, local governments and school districts, to enter into cooperative agreements to allow the procurement process to be performed by a single entity on behalf of all those electing to participate. Any of the above entities may be granted the privilege of joining the awarded Agreement. In the event HISD allows another governmental entity to join the Agreement, it is expressly understood that HISD shall in no way be liable for the obligations of the joining governmental entity.

2.29 THIRD PARTIES: Nothing in this RFP shall create a contractual relationship with or a cause of action in favor of a third party against either HISD or the Supplier.

2.30 UNENFORCEABLE SECTIONS: If any portion of this RFP or any Agreement is deemed to be unenforceable, the remainder of the RFP and Agreement shall be construed as if such unenforceable provisions had never been contained therein.

2.31 MWBE PARTICIPATION GOAL: The Supplier shall report their MWBE participation goal as a percent of the total compensation. This information shall be identified per firm, discipline and participation.

2.32 SUBCONTRACTING: The Supplier shall not subcontract services provided in this RFP without prior written approval by HISD.

2.33 WORK STOPPAGE: In no event shall HISD be liable or responsible to the Supplier or any other person for our on account of, any stoppage or delay in work.

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2.34 HAZARDOUS MATERIALS: In the performance of the Supplier's services, the Supplier shall not cause any release of Hazardous Substances, including asbestos, or contamination of the environment, including the soil, the atmosphere or any water course or ground water. Supplier shall be liable for any claims or damages resulting from such release of or exposures to any such substances as a result of the Supplier's activities.

2.35 BUSINESS ETHICS: During the course of the project awarded by this RFP, the Supplier will maintain business ethics standards aimed at avoiding real or apparent impropriety or conflicts of interest. No substantial gifts over \$50, entertainment, payments, loans, or other considerations beyond that which may be collectively categorized as incidental shall be made to any employees or officials of HISD, its authorized agents and representatives, or to family members of any of them. At any time the Supplier believe there may have been a violation of this obligation, the Supplier shall notify HISD of the possible violation. HISD is entitled to request a representation letter from the Supplier, its subcontractors or vendors at any time to disclose all things of value passing from the Supplier, its subcontractors or vendors to HISD's personnel or its authorized agents and representatives.

2.36 BUSINESS CERTIFICATES / HISD TAXES: All individuals or entries entering into a contract with HISD must adhere to the following applicable Texas laws as they pertain to their individual type of ownership.

2.36.1 Corporations: (domestic [formed under Texas law] or foreign [formed under laws of another state]) shall be properly registered with the Texas Secretary of State and the Comptroller of Public Accounts as required by TITLE 34, Part 1, Chapter 3, Subchapter V, Rule 3.546 of the Texas Administrative Code. A current "Certificate of Good Standing" from the Texas Comptroller of Public Accounts shall be made available upon request stating that the corporation charter is current and all Texas Franchise Reports and taxes are paid.

2.36.2 Partnerships and Joint Stock Companies, and Limited Liability Partnerships: (domestic [formed under Texas law] or foreign [formed under laws of another state]) shall be, properly registered with the Texas Secretary of State in accordance with the Texas Secretary of State in accordance with TITLE 105 – PARTNERSHIPS and JOINT STOCK COMPANIES, CHAPTER ONE- PARTNERSHIPS, LIMITED PARTNERSHIPS, TEXAS REVISED PARTNERSHIP ACT, Article 6132a-1, "Texas Revised Limited Partnership Act. All partners in a partnership must file a "Certificated of Limited Partnership" with the secretary of state, which shall be made available for inspection upon request.

2.36.3 Entities whether, Corporate, Partnership, or Sole Owner must be current on HISD Property Taxes: If commercial personal property is located within HISD's jurisdiction, current renditions of these properties must be filed with the Chief Appraiser, as required by Chapter 22k Section 22.01 of the Texas "PROPERTY TAX CODE".

2.37 ATTORNEY FEES: In connection with HISD's defense of any suit against it and/or HISD's prosecution of any claim, counterclaim or action to enforce any of its rights and/or claims related to this RFP or any agreement, in which HISD prevails as to all or any portion of its defense(s), claims, counterclaims or actions, HISD shall be entitled to recover its actual attorney's fee and expenses incurred in defending such suit and/or in prosecuting such claim or action.

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III. SCOPE OF WORK AND SPECIFIC CONDITIONS

3.1 SCOPE OF WORK: At minimum, the District is seeking the following goods and/or services to be provided by the Supplier(s):

Fencing Services including new installation and repairs as needed.

3.2 SPECIFIC CONDITIONS: N/A

3.3 SPECIFICATIONS:

SPECIFICATIONS DECORATIVE METAL FENCES AND GATES PART 1 - GENERAL

1.01 SUMMARY

- A. Section includes:
 - 1. Decorative metallic-coated steel tubular picket fences and swing gates.
 - 2. Welded steel horizontal-slide cantilever gates.

1.02 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated. Indicate manufacturer's standard fabrication and installation details for fencing and swing gates.
- B. LEED Submittals:
 - 1. Product Data for Credit MR 4: For products having recycled content, documentation indicating percentages by weight of post-consumer and pre-consumer recycled content. Include statement indicating cost for each product having recycled content.
- C. Shop Drawings: For horizontal sliding cantilever gates. Include plans, elevations, sections, details, and attachments to other work.
- D. Samples: For each fence material and for each color specified.

1.03 QUALITY ASSURANCE

- A. Installer Qualifications: Fabricator of products.
- B. Emergency Access Requirements: Comply with requirements of authorities having jurisdiction for gates that must provide emergency access.
- C. Preinstallation Conference: Conduct conference at Project site.

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1.04 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of Decorative metallic-coated steel tubular fences and gates that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Deflection of fence fabric beyond design limits.
 - b. Deterioration of metals, metal finishes, and other materials beyond normal weathering.
 - 2. Warranty Period:
 - a. Fence Installation and Finishes: 20 years from date of Substantial Completion.
 - b. Swing Gate Installation and Finishes: One year from date of Substantial Completion.

PART 2 - PRODUCTS

2.01 STEEL AND IRON

- A. Recycled Content of Steel Products: Post-consumer recycled content plus one-half of pre-consumer recycled content not less than 25 percent.
- B. Plates, Shapes, and Bars: ASTM A 36/A 36M.
- C. Tubing: ASTM A 500, cold formed steel tubing.
- D. Galvanized-Steel Sheet: ASTM A 653/A 653M, structural quality, Grade 50, with G90 coating.
- E. Perforated Metal: Cold-rolled steel sheet, ASTM A 1008/A 1008M, or hot-rolled steel sheet, ASTM A 1011/A 1011M, commercial steel Type B, 0.060 inch thick, with 1/2-inch holes 3/4 inch o.c. in staggered rows.

2.02 COATING MATERIALS

- A. Epoxy Primer for Galvanized Steel: Manufacturer's standard epoxy primer compatible with coating specified to be applied over it.
- B. Acrylic Topcoat: Manufacturer's standard acrylic finish coat compatible with undercoat and complying with specified performance requirements.
- C. Polyurethane Topcoat: Complying with MPI #72 and compatible with undercoat.

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2.03 MISCELLANEOUS MATERIALS

- A. Welding Rods and Bare Electrodes: Select according to AWS specifications for metal alloy welded.
- B. Concrete: Normal-weight, air-entrained, ready-mix concrete complying with requirements in Division 03 Section "Cast-in-Place Concrete" with a minimum 28-day compressive strength of 3000 psi, 3-inch slump, and 1-inch maximum aggregate size or dry, packaged, normal-weight concrete mix complying with ASTM C 387 mixed with potable water according to manufacturer's written instructions.

2.04 DECORATIVE METALLIC-COATED STEEL TUBULAR PICKET FENCES

- A. Decorative Metallic-Coated Steel Tubular Picket Fences: Comply with ASTM F 2408, for light industrial (commercial) application (class) unless otherwise indicated.
 - 1. Basis-of-Design Product: Design is based on Ameristar Fence Products Montage II Majestic Style. Subject to compliance with requirements, provide named product or comparable product approved by HISD and/or by one of the following:
 - a. Fortress Iron; a division of Woodmark International, LP.
 - b. Master Halco.
 - c. Merchants Metals; a division of MMI Products, Inc.
 - d. Betafence USA, LLC.
 - e. Xcel Fence.
- B. End and Corner Posts: Square tubes 2-1/2 by 2-1/2 inches formed from 0.108-inch nominal-thickness, galvanized steel sheet.
- C. Post Caps: Formed from steel sheet and hot-dip galvanized after forming.
- D. Rails: Single-wall channels, pre-punched to accept pickets.
 - 1. Size: 1-3/4 by 1-3/4 inches.
 - 2. Metal and Thickness: 0.108-inch nominal-thickness, galvanized steel sheet.
- E. Pickets: Square tubes, 1-inch square, formed from galvanized steel sheet, not less than 0.079-inch nominal-thickness.
 - 1. Terminate tops of pickets at top rail for flush top appearance.
 - 2. Picket Spacing: Not less than 4 inches clear, maximum.
- F. Brackets: Manufacturer's standard line boulevard and terminal brackets formed from galvanized steel sheet, not less than 0.079-inch nominal thickness.
- G. Fasteners: Manufacturer's standard tamperproof, corrosion-resistant, color-coated fasteners matching fence components.
- H. Security Screen Panel: Perforated steel sheet; hot-dip galvanize panel after fabrication.

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- I. Fabrication: Assemble fence panels by inserting pickets into pre-punched rails and welding rails to channel tabs.
 - 1. Security Screen: Fasten perforated steel sheet to fence panel using tamper-resistant fasteners as indicated on Drawings, but extend full height of fence panel and not less than 20 inches from gate post.
- J. Finish: Electrostatically applied acrylic coating.

2.05 SWING GATES

- A. Gate Configuration: As indicated.
- B. Gate Opening Width and Frame Height: As indicated.
- C. Galvanized-Steel Frames and Bracing: Fabricate members from square tubes not less than 3 by 3 inches formed from metallic-coated steel sheet not less than 0.108-inch nominal-thickness.
- D. Swing Gate Posts: Square tubes 3 by 3 inches formed from metallic-coated steel sheet.
- E. Additional Rails: Provide as indicated, complying with requirements for fence rails.
- F. Picket Size, Configuration, and Spacing: Comply with requirements for adjacent fence.
- G. Gate Hardware:
 - 1. Hinges: BHMA A156.1, Grade 1, suitable for exterior use.
 - a. Function: 39 - Full surface, triple weight, antifriction bearing.
 - b. Material: Wrought steel, forged steel, cast steel, or malleable iron.
 - 2. Exit Hardware: BHMA A156.3, Grade 1, Type 1 (rim exit device), with push pad actuating bar, suitable for exterior use.
 - a. Function: 04 - Entrance by trim when latch bolt is released by key or set in a retracted position by key.
 - b. Mounting Channel: Bent-plate channel formed from 1/8-inch-thick, hot-dipped galvanized steel plate. Channel spans gate frame. Exit device is mounted on channel web, recessed between flanges, with flanges extending 1/8 inch beyond push pad surface.
- H. Frame Corner Construction: Welded.
- I. Metallic-Coated Steel Finish: High-performance acrylic coating.

2.06 HORIZONTAL-SLIDE GATES

- A. Gate Configuration: As indicated.
 - 1. Type: Cantilever slide, with internal roller assemblies.
- B. Gate Frame Height: As indicated.
- C. Gate Opening Width: As indicated.

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1. Horizontal-Slide Gate Post: Square steel tubing 4 by 4 inches with 3/16-inch wall thickness, hot-dip galvanized.
 2. Guide Posts for Cantilevered Gates: Square steel tubing 3 by 3 inches with 3/16-inch wall thickness, hot-dip galvanized; installed adjacent to gate post to permit gate to slide in space between.
- D. Steel Frames and Bracing: Fabricate members from square tubing. Hot-dip galvanize frames after fabrication.
1. Frame Members: Steel tubing 2-1/2 by 2-1/2 inches with 1/8-inch wall thickness.
 2. Bracing Members: Steel tubing 2 by 2 inches with 1/8-inch wall thickness.
- E. Frame Corner Construction:
1. Welded frame with panels assembled with bolted or riveted corner fittings and 5/16-inch-diameter, adjustable truss rods.
- F. Additional Rails: Provide as indicated, complying with requirements for fence rails.
- G. Pickets: Square tubes, 1-inch square, formed from galvanized steel sheet, not less than 0.079-inch nominal-thickness..
1. Picket Configuration and Spacing: Comply with requirements for adjacent fence.
- H. Hardware: Latches permitting operation from both sides of gate, locking devices, sealed ball bearing roller assemblies and stops fabricated from galvanized steel.
- I. Finish exposed welds to comply with NOMMA Guideline 1, Finish #2 - completely sanded joint, some undercutting and pinholes okay.
- J. Galvanizing: For items other than hardware that are indicated to be galvanized, hot-dip galvanize to comply with ASTM A 123/A 123M unless otherwise indicated. For hardware items, hot-dip galvanize to comply with ASTM A 153/A 153M.
- K. Steel Finish: High-performance polyurethane coating.

2.07 FINISHES

- A. Metallic-Coated Steel Finishes:
1. Galvanized Finish: Clean welds, mechanical connections, and abraded areas and repair galvanizing to comply with ASTM A 780.
 2. Surface Preparation: Clean surfaces with non-petroleum solvent so surfaces are free of oil and other contaminants. After cleaning, apply a zinc-phosphate conversion coating suited to the organic coating to be applied over it. Clean welds, mechanical connections, and abraded areas and repair galvanizing to comply with ASTM A 780.
 3. High-Performance Acrylic Coating for Fences and Swing Gates:
 - a. Electrostatically apply epoxy primer and acrylic topcoat to prepared surfaces. Apply at rate required to achieve a DFT not less than 2 mils.
 - b. Finish Coat Performance:
 - 1) Adhesion: Adhesion (Retention of Coating) over 90 percent of test area per ASTM D 3359 - Method B.

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- 2) Corrosion Resistance: Corrosion resistance over 1,500 hours; failure mode is accumulation of 1/8-inch coating loss from scribe or medium No. 8 blisters per ASTM B 117, ASTM D 714, and ASTM D 1654.
 - 3) Impact Resistance: Not less than 60 inch lb.; forward impact using 0.625-inch ball per ASTM D 2794.
 - 4) Weathering Resistance: Weathering Resistance over 1,000 hours; failure mode is 60 percent loss of gloss or color variance of more than 3 delta-E color units per ASTM D 822, ASTM D 2244, and ASTM D 523 (60 deg. Method).
4. High-Performance Polyurethane Coating for Sliding Gates:
 - a. Primer Application: Apply zinc-rich epoxy primer immediately after cleaning, to provide a minimum dry film thickness of 2 mils per applied coat, to surfaces that will be exposed after assembly and installation, and to concealed surfaces.
 - b. Apply polyurethane topcoats to prime-coated surfaces. Comply with coating manufacturer's written instructions and with requirements in SSPC-PA 1, "Paint Application Specification No. 1: Shop, Field, and Maintenance Painting of Steel," for shop painting. Apply at spreading rates recommended by coating manufacturer.
 5. Match approved Samples for color, texture, and coverage. Remove and refinish, or recoat work that does not comply with specified requirements.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examine areas and conditions, with Installer present, for compliance with requirements for site clearing, earthwork, pavement work, construction layout, and other conditions affecting performance of the Work.
- B. Do not begin installation before final grading is completed unless otherwise permitted by Architect.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.02 PREPARATION

- A. Stake locations of fence lines, gates, and terminal posts. Do not exceed intervals of 500 feet or line of sight between stakes. Indicate locations of utilities, lawn sprinkler system, underground structures, benchmarks, and property monuments.

3.03 DECORATIVE FENCE INSTALLATION

- A. Install fences according to manufacturer's written instructions.
- B. Post Excavation: Drill or hand-excavate holes for posts in firm, undisturbed soil. Excavate holes to a diameter of not less than 4 times post size and a depth of not less than 24 inches plus 3 inches for each foot or fraction of a foot that fence height exceeds 4 feet.
- C. Post Setting: Set posts in concrete at indicated spacing into firm, undisturbed soil.

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1. Verify that posts are set plumb, aligned, and at correct height and spacing, and hold in position during setting with concrete or mechanical devices.
2. Concrete Fill: Place concrete around posts and vibrate or tamp for consolidation. Protect aboveground portion of posts from concrete splatter.
 - a. Exposed Concrete: Extend 1-1/2 inches above grade. Finish and slope top surface to drain water away from post.
3. Posts Set in Concrete: Extend post to within 6 inches of specified excavation depth, but not closer than 3 inches to bottom of concrete.
4. Posts Set into Voids in Concrete: Form or core drill holes not less than 3/4 inch larger than outside diagonal dimension of post.
 - a. Extend posts at least 5 inches into concrete.
 - b. Clean holes of loose material, insert posts, and fill annular space between post and concrete with non-shrink grout, mixed and placed to comply with grout manufacturer's written instructions. Finish and slope top surface of grout to drain water away from post.
5. Space posts uniformly at 8 feet o.c.

3.04 GATE INSTALLATION

- A. General: Install gates level, plumb, and secure for full opening without interference. Attach hardware using tamper-resistant or concealed means. Install ground-set items in concrete for anchorage. Adjust hardware for smooth operation and lubricate where necessary.
- B. Swing Gates: Install gates according to manufacturer's written instructions.
- C. Cantilever Gates: Install gates according to approved Shop Drawings.

3.05 ADJUSTING

- A. Gates: Adjust gates to operate smoothly, easily, and quietly, free of binding, warp, excessive deflection, distortion, nonalignment, misplacement, disruption, or malfunction, throughout entire operational range. Confirm that latches and locks engage accurately and securely without forcing or binding.

3.06 CLEANING

- A. When cutting or drilling fence rails or posts seal the exposed steel surfaces according to the fence manufacturer's written instructions using materials provided by the fence manufacturer.

END OF SECTION

RFP # 14-05-04 Fencing Services

CHAIN LINK FENCES AND GATES – GALVANIZED FINISH

PART 4 - GENERAL

4.01 SUMMARY

- A. Section includes:
 - 1. Chain-link fences.
 - 2. Swing gates for pedestrian access.

4.02 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Design chain-link fences and gates, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
- B. Structural Performance: Chain-link fence and gate framework shall withstand the effects of gravity loads and the following loads and stresses within limits and under conditions indicated according to ASCE/SEI 7:
 - 1. Minimum Post Size: Determine according to ASTM F 1043 for framework up to 12 feet high, and post spacing not to exceed 10 feet for IA, ASTM F 1043, Schedule 40 steel pipe.

4.03 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for chain-link fences and gates.
 - 1. Fence and gate posts, rails, and fittings.
 - 2. Chain-link fabric, reinforcements, and attachments.
 - 3. Gates and hardware.
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work. Show accessories, hardware, gate operation, and operational clearances.
- C. Samples for Verification for Polymer-Coated Components: Six-inch lengths for components and on full-sized units for accessories.
- D. Delegated-Design Submittal: For chain-link fences and gate framework indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

4.04 INFORMATIONAL SUBMITTALS

- A. Product Certificates: For each type of chain-link fence, and gate, from manufacturer.
- B. Warranty: Sample of special warranty.

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4.05 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For fabric and framing with polymer finishes.

4.06 QUALITY ASSURANCE

- A. Emergency Access Requirements: Comply with requirements of authorities having jurisdiction for gates with automatic gate operators serving as a required means of access.
- B. Pre-installation Conference: Conduct conference at Project site.

4.07 PROJECT CONDITIONS

- A. Field Measurements: Verify layout information for chain-link fences and gates shown on Drawings in relation to property survey and existing structures. Verify dimensions by field measurements.

4.08 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of chain-link fences and gates that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Deterioration of metals, metal finishes, and other materials beyond normal weathering.
 - 2. Warranty Period: Five years from date of Substantial Completion.

PART 5 - PRODUCTS

5.01 MATERIALS, GENERAL

- A. Recycled Content of Steel Products: Post-consumer recycled content plus one-half of pre-consumer recycled content not less than 25 percent.

5.02 CHAIN-LINK FENCE FABRIC

- A. General: Provide fabric in one-piece heights measured between top and bottom of outer edge of selvage knuckle or twist. Comply with CLFMI Product Manual and with requirements indicated below:
 - 1. Fabric Height: As indicated on Drawings.
 - 2. Steel Wire Fabric: Wire with a diameter of 0.148 inch.
 - a. Mesh Size: 2 inches.
 - b. Polymer-Coated Fabric: ASTM F 668, Class 2a or Class 2b over zinc-coated steel wire.
 - 1) Color: Black, complying with ASTM F 934.

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- c. Coat selvage ends of fabric that is metallic coated before the weaving process with manufacturer's standard clear protective coating.
- 3. Selvage: Knuckled at both selvages.

5.03 FENCE FRAMING

- A. Posts and Rails: Comply with ASTM F 1043 for framing, including rails, braces, and line; terminal; and corner posts. Provide members with minimum dimensions and wall thickness according to ASTM F 1043 based on the following:
 - 1. Fence Height: As indicated on Drawings.
 - 2. Light Industrial Strength: Material Group IA, round steel pipe, Schedule 40.
 - a. Line Post: Not less than 1.9 inches in diameter.
 - b. End, Corner and Pull Post: Not less than 2.375 inches.
 - 3. Horizontal Framework Members: Top and bottom rails complying with ASTM F 1043.
 - a. Top Rail: Not less than 1.66 inches in diameter.
 - 4. Metallic Coating for Steel Framing: Type A, consisting of not less than minimum 2.0-oz./sq. ft. average zinc coating per ASTM A 123/A 123M or 4.0-oz./sq. ft. zinc coating per ASTM A 653/A 653M.
 - 5. Polymer coating over metallic coating.
 - a. Color: Match chain-link fabric, complying with ASTM F 934.

5.04 SWING GATES

- A. General: Comply with ASTM F 900 for gate posts and single swing gate types.
 - 1. Gate Leaf Width: As indicated.
 - 2. Gate Fabric Height: Match height of adjacent fencing unless otherwise indicated.
- B. Pipe and Tubing:
 - 1. Zinc-Coated Steel: Comply with ASTM F 1043 and ASTM F 1083; protective coating and finish to match fence framing.
 - 2. Gate Posts: Round tubular steel.
 - 3. Gate Frames and Bracing: Round tubular steel.
- C. Frame Corner Construction: Welded.
- D. Hardware:
 - 1. Hinges: Manufacturer's standard for swing indicated on Drawings.
 - 2. Latches permitting operation from both sides of gate with provision for padlocking accessible from both sides of gate.
 - 3. Exit Lock: As specified in Division 08 Section "Door Hardware" furnished in lieu of gate latch.
 - 4. Closer: Manufacturer's standard.

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5.05 FITTINGS

- A. General: Comply with ASTM F 626.
- B. Post Caps: Provide for each post.
- C. Rail and Brace Ends: For each gate, corner, pull, and end post.
- D. Rail Fittings: Provide the following:
 - 1. Top Rail Sleeves: Pressed-steel or round-steel tubing not less than 6 inches long.
 - 2. Rail Clamps: Line and corner boulevard clamps for connecting bottom rails in the fence line-to-line posts.
- E. Tension and Brace Bands: Pressed steel.
- F. Tension Bars: Steel, length not less than 2 inches shorter than full height of chain-link fabric. Provide one bar for each gate and end post, and two for each corner and pull post, unless fabric is integrally woven into post.
- G. Tie Wires, Clips, and Fasteners: According to ASTM F 626.
 - 1. Standard Round Wire Ties: For attaching chain-link fabric to posts, rails, and frames, complying with the following:
 - a. Hot-Dip Galvanized Steel: 0.148-inch-diameter wire; galvanized coating thickness and finish matching coating thickness of chain-link fence fabric.
- H. Finish:
 - 1. Metallic Coating for Pressed Steel or Cast Iron: Not less than 1.2 oz. /sq. ft. zinc.
 - a. Polymer coating over metallic coating.

5.06 GROUT

- A. Non-shrink, Nonmetallic Grout: Premixed, factory-packaged, non-staining, non-corrosive, nongaseous grout complying with ASTM C 1107. Provide grout, recommended in writing by manufacturer, for exterior applications.

PART 6 - EXECUTION

6.01 EXAMINATION

- A. Examine areas and conditions, with Installer present, for compliance with requirements for a verified survey of property lines and legal boundaries, site clearing, earthwork, pavement work, and other conditions affecting performance of the Work.
 - 1. Do not begin installation before final grading is completed unless otherwise permitted by Architect.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

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6.02 PREPARATION

- A. Stake locations of fence lines, gates, and terminal posts. Do not exceed intervals of 500 feet or line of sight between stakes. Indicate locations of utilities, lawn sprinkler system, underground structures, benchmarks, and property monuments.

6.03 INSTALLATION, GENERAL

- A. Install chain-link fencing to comply with ASTM F 567 and more stringent requirements indicated.
 - 1. Install fencing on established boundary lines inside property line.

6.04 CHAIN-LINK FENCE INSTALLATION

- A. Post Excavation: Drill or hand-excavate holes for posts to diameters and spacings as indicated, in firm, undisturbed soil.
- B. Post Setting: Set posts in concrete at indicated spacing into firm, undisturbed soil.
 - 1. Verify that posts are set plumb, aligned, and at correct height and spacing, and hold in position during setting with concrete or mechanical devices.
 - 2. Concrete Fill: Place concrete around posts to dimensions indicated and vibrate or tamp for consolidation. Protect aboveground portion of posts from concrete splatter.
 - a. Exposed Concrete: Extend 1/2 inch above grade; shape and smooth to shed water.
 - b. Posts Set into Voids in Concrete: Form or core drill holes not less than 5 inches deep and 3/4 inch larger than OD of post. Clean holes of loose material, insert posts, and fill annular space between post and concrete with non-shrink, nonmetallic grout, mixed and placed to comply with anchoring material manufacturer's written instructions, and finished sloped to drain water away from post.
- C. Terminal Posts: Locate terminal end, corner, and gate posts per ASTM F 567 and terminal pull posts at changes in horizontal or vertical alignment of 15 degrees or more.
- D. Line Posts: Space line posts uniformly at not more than 10 feet o.c.
- E. Post Bracing and Intermediate Rails: Install according to ASTM F 567, maintaining plumb position and alignment of fencing. Diagonally brace terminal posts to adjacent line posts with truss rods and turnbuckles. Install braces at end and gate posts and at both sides of corner and pull posts.
- F. Top Rail: Install according to ASTM F 567, maintaining plumb position and alignment of fencing. Run rail continuously through line post caps, bending to radius for curved runs and terminating into rail end attached to posts or post caps fabricated to receive rail at terminal posts. Provide expansion couplings as recommended in writing by fencing manufacturer.
- G. Bottom Rails: Install and secure to posts with fittings.
- H. Chain-Link Fabric: Apply fabric to outside of enclosing framework. Leave 1 inch between finish grade or surface and bottom selvage unless otherwise indicated. Pull fabric taut and tie to posts, rails, and tension wires. Anchor to framework so fabric remains under tension after pulling force is released.

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- I. Tension or Stretcher Bars: Thread through fabric and secure to end, corner, pull, and gate posts with tension bands spaced not more than 15 inches o.c.
- J. Tie Wires: Use wire of proper length to firmly secure fabric to line posts and rails. Attach wire at one end to chain-link fabric, wrap wire around post a minimum of 180 degrees, and attach other end to chain-link fabric per ASTM F 626. Bend ends of wire to minimize hazard to individuals and clothing.
 - 1. Maximum Spacing: Tie fabric to line posts at 12 inches o.c. and to braces at 24 inches o.c.
- K. Fasteners: Install nuts for tension bands and carriage bolts on the side of the fence opposite the fabric side. Peen ends of bolts or score threads to prevent removal of nuts.

6.05 ADJUSTING

- A. Gates: Adjust gates to operate smoothly, easily, and quietly, free of binding, warp, excessive deflection, distortion, nonalignment, misplacement, disruption, or malfunction, throughout entire operational range. Confirm that latches and locks engage accurately and securely without forcing or binding.
- B. Lubricate hardware and other moving parts.

6.06 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's personnel to adjust and maintain chain-link fences and gates.

END OF SECTION

RFP # 14-05-04 Fencing Services

CHAIN LINK FENCES AND GATES - POLYMER COATED FINISH

PART 7 - GENERAL

7.01 SUMMARY

- A. Section includes:
 - 1. Chain-link fences.
 - 2. Swing gates for pedestrian access.

7.02 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Design chain-link fences and gates, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
- B. Structural Performance: Chain-link fence and gate framework shall withstand the effects of gravity loads and the following loads and stresses within limits and under conditions indicated according to ASCE/SEI 7:
 - 1. Minimum Post Size: Determine according to ASTM F 1043 for framework up to 12 feet high, and post spacing not to exceed 10 feet for IA, ASTM F 1043, Schedule 40 steel pipe.

7.03 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for chain-link fences and gates.
 - 1. Fence and gate posts, rails, and fittings.
 - 2. Chain-link fabric, reinforcements, and attachments.
 - 3. Gates and hardware.
- B. LEED Submittals:
 - 1. Product Data for Credit MR 4: For products having recycled content, documentation indicating percentages by weight of post-consumer and pre-consumer recycled content. Include statement indicating cost for each product having recycled content.
- C. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work. Show accessories, hardware, gate operation, and operational clearances.
- D. Samples for Verification for Polymer-Coated Components: Six-inch lengths for components and on full-sized units for accessories.
- E. Delegated-Design Submittal: For chain-link fences and gate framework indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

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7.04 INFORMATIONAL SUBMITTALS

- A. Product Certificates: For each type of chain-link fence, and gate, from manufacturer.
- B. Warranty: Sample of special warranty.

7.05 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For the following to include in emergency, operation, and maintenance manuals:
 - 1. Polymer finishes.
 - 2. Gate hardware.
 - 3. Gate operator.

7.06 QUALITY ASSURANCE

- A. Emergency Access Requirements: Comply with requirements of authorities having jurisdiction for gates with automatic gate operators serving as a required means of access.
- B. Preinstallation Conference: Conduct conference at Project site.

7.07 PROJECT CONDITIONS

- A. Field Measurements: Verify layout information for chain-link fences and gates shown on Drawings in relation to property survey and existing structures. Verify dimensions by field measurements.

7.08 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of chain-link fences and gates that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Deterioration of metals, metal finishes, and other materials beyond normal weathering.
 - 2. Warranty Period: Five years from date of Substantial Completion.

PART 8 - PRODUCTS

- A. Recycled Content of Steel Products: Post-consumer recycled content plus one-half of pre-consumer recycled content not less than 25 percent.

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8.02 CHAIN-LINK FENCE FABRIC

- A. General: Provide fabric in one-piece heights measured between top and bottom of outer edge of selvage knuckle or twist. Comply with CLFMI Product Manual and with requirements indicated below:
 - 1. Fabric Height: As indicated on Drawings.
 - 2. Steel Wire Fabric: Wire with a diameter of 0.148 inch.
 - a. Mesh Size: 2 inches.
 - b. Polymer-Coated Fabric: ASTM F 668, Class 2a or Class 2b over zinc-coated steel wire.
 - 1) Color: Black, complying with ASTM F 934.
 - c. Coat selvage ends of fabric that is metallic coated before the weaving process with manufacturer's standard clear protective coating.
 - 3. Selvage: Knuckled at both selvages.

8.03 FENCE FRAMING

- A. Posts and Rails: Comply with ASTM F 1043 for framing, including rails, braces, and line; terminal; and corner posts. Provide members with minimum dimensions and wall thickness according to ASTM F 1043 based on the following:
 - 1. Fence Height: As indicated on Drawings.
 - 2. Light Industrial Strength: Material Group IA, round steel pipe, Schedule 40.
 - a. Line Post: Not less than 1.9 inches in diameter.
 - b. End, Corner and Pull Post: Not less than 2.375 inches.
 - 3. Horizontal Framework Members: Top and bottom rails complying with ASTM F 1043.
 - a. Top Rail: Not less than 1.66 inches in diameter.
 - 4. Metallic Coating for Steel Framing: Type A, consisting of not less than minimum 2.0-oz./sq. ft. average zinc coating per ASTM A 123/A 123M or 4.0-oz./sq. ft. zinc coating per ASTM A 653/A 653M.
 - 5. Polymer coating over metallic coating.
 - a. Color: Match chain-link fabric, complying with ASTM F 934.

8.04 SWING GATES

- A. General: Comply with ASTM F 900 for gate posts and single swing gate types.
 - 1. Gate Leaf Width: As indicated.
 - 2. Gate Fabric Height: Match height of adjacent fencing unless otherwise indicated.
- B. Pipe and Tubing:
 - 1. Zinc-Coated Steel: Comply with ASTM F 1043 and ASTM F 1083; protective coating and finish to match fence framing.

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- 2. Gate Posts: Round tubular steel.
- 3. Gate Frames and Bracing: Round tubular steel.
- C. Frame Corner Construction: Welded.
- D. Hardware:
 - 1. Hinges: Manufacturer's standard for swing indicated on Drawings.
 - 2. Latches permitting operation from both sides of gate with provision for padlocking accessible from both sides of gate.
 - 3. Closer: Manufacturer's standard.

8.05 FITTINGS

- A. General: Comply with ASTM F 626.
- B. Post Caps: Provide for each post.
- C. Rail and Brace Ends: For each gate, corner, pull, and end post.
- D. Rail Fittings: Provide the following:
 - 1. Top Rail Sleeves: Pressed-steel or round-steel tubing not less than 6 inches long.
 - 2. Rail Clamps: Line and corner boulevard clamps for connecting bottom rails in the fence line-to-line posts.
- E. Tension and Brace Bands: Pressed steel.
- F. Tension Bars: Steel, length not less than 2 inches shorter than full height of chain-link fabric. Provide one bar for each gate and end post, and two for each corner and pull post, unless fabric is integrally woven into post.
- G. Tie Wires, Clips, and Fasteners: According to ASTM F 626.
 - 1. Standard Round Wire Ties: For attaching chain-link fabric to posts, rails, and frames, complying with the following:
 - a. Hot-Dip Galvanized Steel: 0.120-inch-diameter wire; galvanized coating thickness and finish matching coating thickness of chain-link fence fabric.
- H. Finish:
 - 1. Metallic Coating for Pressed Steel or Cast Iron: Not less than 1.2 oz. /sq. ft. zinc.
 - a. Polymer coating over metallic coating.

8.06 GROUT

- A. Non-shrink, Nonmetallic Grout: Premixed, factory-packaged, non-staining, non-corrosive, nongaseous grout complying with ASTM C 1107. Provide grout, recommended in writing by manufacturer, for exterior applications.

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PART 9 - EXECUTION

9.01 EXAMINATION

- A. Examine areas and conditions, with Installer present, for compliance with requirements for a verified survey of property lines and legal boundaries, site clearing, earthwork, pavement work, and other conditions affecting performance of the Work.
 - 1. Do not begin installation before final grading is completed unless otherwise permitted by Architect.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

9.02 PREPARATION

- A. Stake locations of fence lines, gates, and terminal posts. Do not exceed intervals of 500 feet or line of sight between stakes. Indicate locations of utilities, lawn sprinkler system, underground structures, benchmarks, and property monuments.

9.03 INSTALLATION, GENERAL

- A. Install chain-link fencing to comply with ASTM F 567 and more stringent requirements indicated.
 - 1. Install fencing on established boundary lines inside property line.

9.04 CHAIN-LINK FENCE INSTALLATION

- A. Post Excavation: Drill or hand-excavate holes for posts to diameters and spacings indicated, in firm, undisturbed soil.
- B. Post Setting: Set posts in concrete at indicated spacing into firm, undisturbed soil.
 - 1. Verify that posts are set plumb, aligned, and at correct height and spacing, and hold in position during setting with concrete or mechanical devices.
 - 2. Concrete Fill: Place concrete around posts to dimensions indicated and vibrate or tamp for consolidation. Protect aboveground portion of posts from concrete splatter.
 - a. Exposed Concrete: Extend 1/2 inch above grade; shape and smooth to shed water.
 - b. Posts Set into Voids in Concrete: Form or core drill holes not less than 5 inches deep and 3/4 inch larger than OD of post. Clean holes of loose material, insert posts, and fill annular space between post and concrete with non-shrink, nonmetallic grout, mixed and placed to comply with anchoring material manufacturer's written instructions, and finished sloped to drain water away from post.
- C. Terminal Posts: Locate terminal end, corner, and gate posts per ASTM F 567 and terminal pull posts at changes in horizontal or vertical alignment of 15 degrees or more.
- D. Line Posts: Space line posts uniformly at not more than 10 feet o.c.
- E. Post Bracing and Intermediate Rails: Install according to ASTM F 567, maintaining plumb position and alignment of fencing. Diagonally brace terminal posts to adjacent line posts with

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truss rods and turnbuckles. Install braces at end and gate posts and at both sides of corner and pull posts.

- F. Top Rail: Install according to ASTM F 567, maintaining plumb position and alignment of fencing. Run rail continuously through line post caps, bending to radius for curved runs and terminating into rail end attached to posts or post caps fabricated to receive rail at terminal posts. Provide expansion couplings as recommended in writing by fencing manufacturer.
- G. Bottom Rails: Install and secure to posts with fittings.
- H. Chain-Link Fabric: Apply fabric to outside of enclosing framework. Leave 1 inch between finish grade or surface and bottom selvage unless otherwise indicated. Pull fabric taut and tie to posts, rails, and tension wires. Anchor to framework so fabric remains under tension after pulling force is released.
- I. Tension or Stretcher Bars: Thread through fabric and secure to end, corner, pull, and gate posts with tension bands spaced not more than 15 inches o.c.
- J. Tie Wires: Use wire of proper length to firmly secure fabric to line posts and rails. Attach wire at one end to chain-link fabric, wrap wire around post a minimum of 180 degrees, and attach other end to chain-link fabric per ASTM F 626. Bend ends of wire to minimize hazard to individuals and clothing.
 - 1. Maximum Spacing: Tie fabric to line posts at 12 inches o.c. and to braces at 24 inches o.c.
- K. Fasteners: Install nuts for tension bands and carriage bolts on the side of the fence opposite the fabric side. Peen ends of bolts or score threads to prevent removal of nuts.

9.05 ADJUSTING

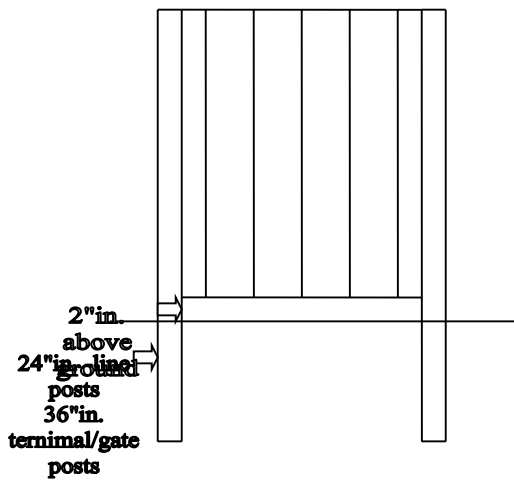
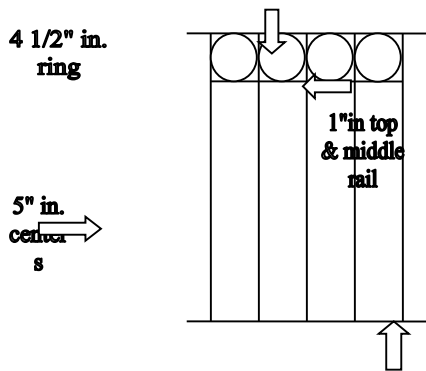
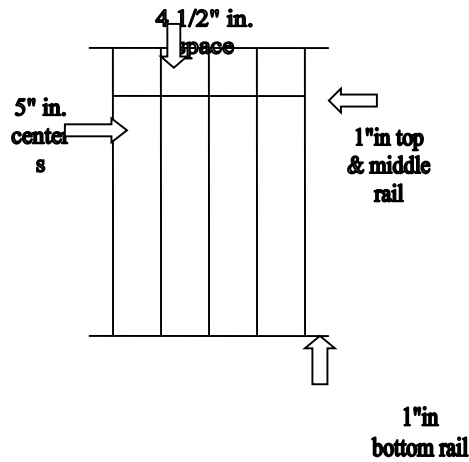
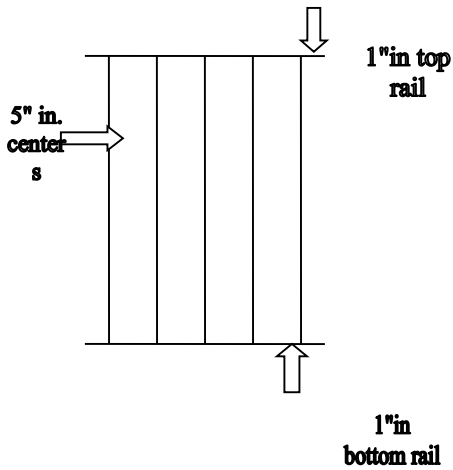
- A. Gates: Adjust gates to operate smoothly, easily, and quietly, free of binding, warp, excessive deflection, distortion, nonalignment, misplacement, disruption, or malfunction, throughout entire operational range. Confirm that latches and locks engage accurately and securely without forcing or binding.
- B. Lubricate hardware and other moving parts.

9.06 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's personnel to adjust and maintain chain-link fences and gates.

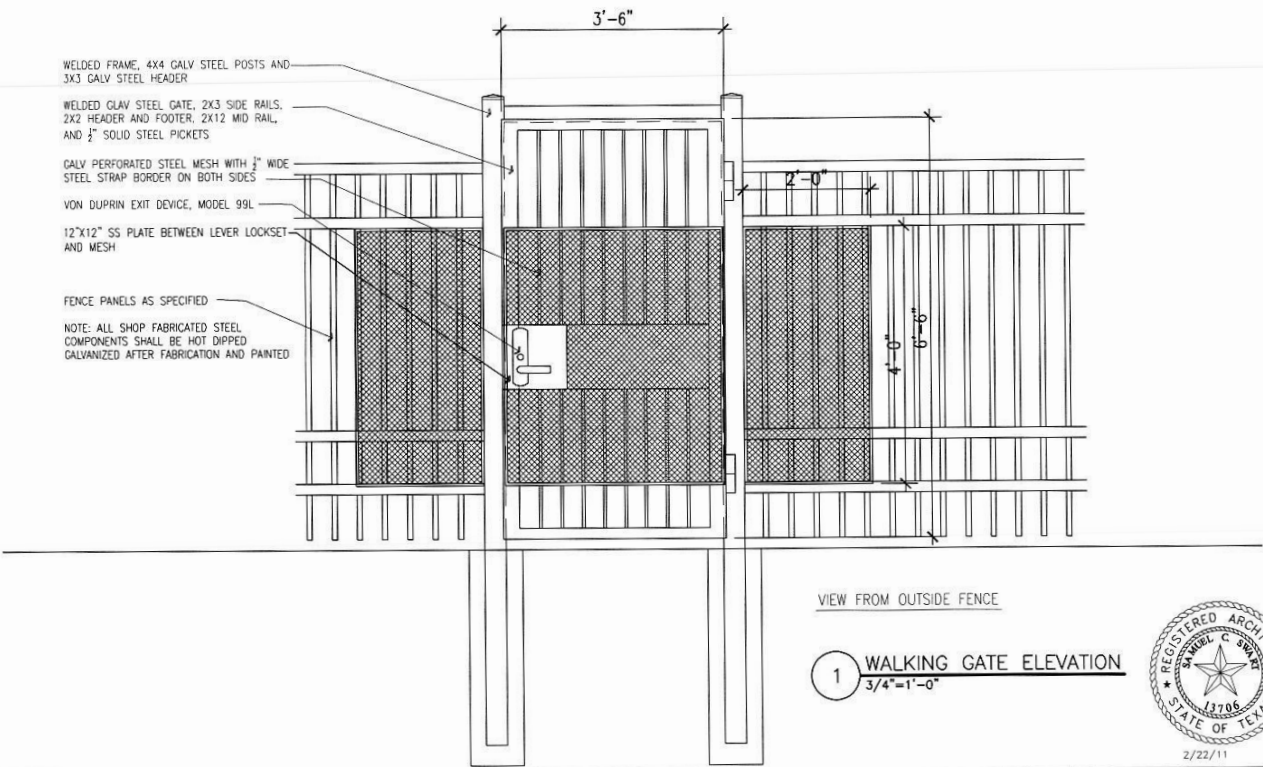
END OF SECTION

Illustrations of Ornamental Fencing



RFP # 14-05-04 Fencing Services

VIEW FROM OUTSIDE FENCE - EXIT BAR (PANIC HARDWARE)



Hill + Swart
Architects

1511 West Main
Houston, Texas 77006
713.729.0766 713.520.0463 (F)
www.hillandswart.com

Structural Engineer Tan Associates
8700 Wilcrest #135 Houston, Texas 77036
713.270.5870 713.270.5059 (F)

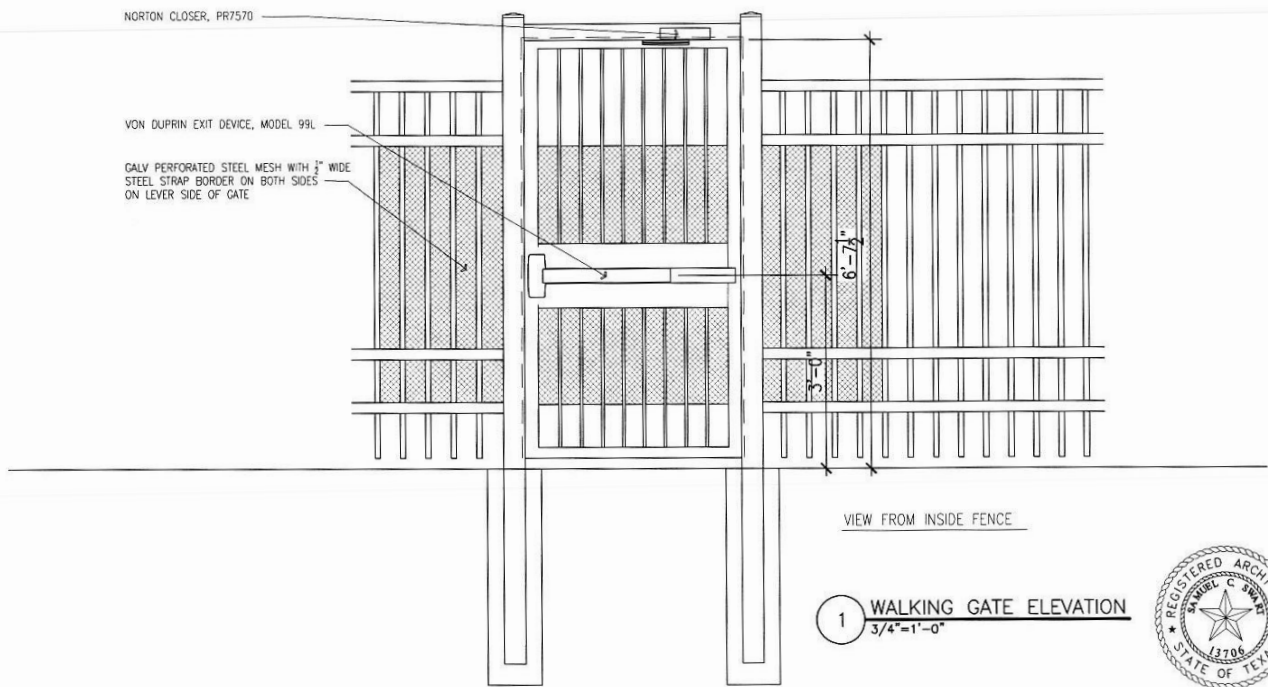
NEW CAMPUS FENCING
Houston Independent School District

Project No. 1005
Date 02/22/11
Drawn SS
Issue PERMITTING

A1

RFP # 14-05-04 Fencing Services

VIEW FROM INSIDE FENCE - EXIT BAR (PANIC HARDWARE)



Hill + Swart
Architects

1511 West Main
Houston, Texas 77006
713.729.0766 713.520.0463 (F)
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Structural Engineer **Tan Associates**
8700 Wicrest #135 Houston Texas 77036
713.270.5070 713.270.5059 (F)

NEW CAMPUS FENCING
Houston Independent School District

Project No. 1005
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Drawn SS
Issue PERMITTING

A1

RFP # 14-05-04 Fencing Services

The Houston Independent School District seeks qualified and experienced contractors who specialize in the business of fencing and gate installations for decorative metal, chain link-galvanized and black vinyl, electronic gates, masonry columns and foundations and is a distributor of fencing materials. Contractors shall provide a listing of past projects showing size, diversity, competency and complexity of completed work. Information shall contain the references with company, contact name, scope of work and phone number. Contractors shall show at least five years of continuous business in providing fencing services. Any additional information that supports contractor's qualifications to meet or exceed the requirements of this RFP is strongly encouraged.

PRICING:

For all installations, awarded contractors shall view jobsite/s and provide site-specific proposals based upon pricing submitted in this RFP document. Two or more quotes may be obtained on any work under this contract.

Job specific proposals shall include a detailed scope of work with fencing system and itemized prices.

Fencing installation cost shall be all inclusive cost per linear foot, to include all overhead, profit and any other cost of doing business as designated on pricing pages as "installations, install or installed per item/s.

Gates and other items are to be priced as a flat rate per complete gate for each size as designed on pricing pages for gate/s installed by contractor or fabricated gates *only* purchased and installed by HISD.

Pricing for the various fencing categories shall be based on the prices shown below. Suppliers may offer a price change at time of renewal; however, pricing changes are subject verifiable market conditions are subject to the District's approval or rejection. Supporting documentation from manufactures shall be required to request to substantiate any price changes. Otherwise, pricing will remain firm for the period of the contract.

Contractors are encouraged to offer the best possible pricing. At time of renewal, the District reserves the right to review and reassess pricing based upon the previous purchases of services and materials under this contract. NOTE: For any items not currently not covered on the pricing sections, pricing will be established with contractor and held for the remainder of the contract period.

Contractor Responsibility:

1. Contractor is responsible for providing temporary electrical power required for the construction activities, if safe and adequate electrical power is not readily available at jobsite. A generator that is not intrusive to any classes being held at times of installation.
2. Contractor shall be responsible for the damage of any HISD equipment on HISD facilities if it is determined that said damage is due to negligence on the contractor's part.

Contractor must consult with the HISD's Electrical Contractor when installing any electronic gates. The HISD approved electrical contractor must do all electrical wiring installed for the

1. primary electric from the designated panel to the gate. **Any electrical work must be coordinated through the HISD's electrical annual bid contractor.**
2. All gate circuits must be electrically bonded from the incoming service by disconnecting means per Article 250 and Article 600. Used a solid no. 6 solid wire for any gate operators. All electrical work must be in compliance within the HISD Electrical Standards and the City and National Electrical Code.
3. Any underground work requires HISD inspection. It is the responsibility of the contractor to notify this department for site visit and verification of the depth clearance. No allowances shall be made. Failure to do so, will result in the contractor being responsible for the cost and labor for all work done. Contact Hector Bello at 713-676-9351, 24 hours in advance for the required inspection.

RFP # 14-05-04 Fencing Services

4. Contractor's employees must regularly **sign-in and sign-out** when entering or leaving the school campus at the front office desk at the main office.
5. Contractor shall keep the premises free from accumulation of waste materials and rubbish, implements, and surplus materials; and shall leave clean all parts of the premises where work under this contract has been performed. Contractor shall safety barricade areas of work.
6. Contractors must schedule services to commence during the hours when the District does not have a scheduled use for the property.
7. Contractors must be available to provide emergency services with 24 hour notice.
8. All services to be performed when the earth is free of moisture to prevent damage to the grounds.
9. Provide fencing services in accordance with all city ordinances.
10. Contractors shall provide samples as indicated with the bid submittal.

3.4 COST: Supplier shall provide a 30-day written notice of any price changes during the term of the Agreement and provide supporting manufacturer and/or distributor documentation to support such price adjustments.

3.5 EVALUATION FACTORS: The evaluations committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

If the evaluation committee has reasonable grounds to believe that the proposer with the highest ranking score is unable to perform the required services to the satisfaction of HISD, HISD reserves the right to make an award to another proposer who in the opinion of the evaluation committee would offer HISD the best value. Some indicators (but not a complete list) of probable supplier/proposer performance concerns are: past supplier performance; the proposer's financial resources and ability to perform; the proposer's experience or demonstrated capability and responsibility; and the supplier's ability to provide a reliable on-going business relationship and the maintenance of on-going agreements and support.

RFP # 14-05-04 Fencing Services

Criteria #	Criteria Description	Weighted Value
1	the purchase price	__40__%
2	the reputation of the Proposer and of the Proposer's goods or services	__15__%
3	the quality of the Proposer's goods or services	__10__%
4	the extent to which the goods or services meet the District's needs	__5__%
5	the Proposer's past relationship with the District	__10__%
6	the impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses	__10__%
7	the total long-term cost to the District to acquire the Proposer's goods or services	__5__%
8	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	__5__%
9	List and weigh any other relevant factors	__0__%

RFP # 14-05-04 Fencing Services

IV. PRICING SHEETS INCLUDING ELECTRONIC SUBMITTAL REQUIREMENTS.

Procurement E-Commerce Solutions (N/A)

HISD uses SAP-SRM as its e-Procurement system for the purchase of goods. As an extension of SRM, HISD may implement "Punch-out" capability for selected awarded suppliers and will continue to improve the technology for HISD's internal "hosted" catalogs. All orders would then be sent to the awarded Suppliers electronically, thus significantly reducing the order processing lead-time.

Proposers shall answer the following questions when submitting a proposal and include this information in Tab 5 of their proposal.

1. Do you have e-commerce capability? _____
2. Do you have punch-out catalogs in place today? _____
3. Does your company have any internal electronic catalogs with any customers? _____
4. Can you comply with SAP OCI 4.0 (Open Catalog Interface)? _____
5. Who is the point of contact in your company regarding IT issues? _____

For suppliers, this should reduce the time it takes to receive a purchase order and to ensure that suppliers with a contract(s) are being fully utilized. One option (Punch-out) will enable schools and departments at HISD to purchase goods electronically from a contracted supplier's website, thereby facilitating a shopping cart experience similar to Internet shopping. Awarded Suppliers are encouraged to have a website with online shopping capability and the capability to host HISD specific catalogs.

In the near future this will become the preferred method HISD will utilize to purchase goods for the entire district. The following links contain HISD "Punch-out" or "Hosted" internal catalog specs and information:

[HISD Punch-out Catalog Specs](#) .

The alternative to a "Punch-out" catalog is an internal catalog or "Hosted catalog" system in which the supplier will complete an Excel spreadsheet with bid items and pricing to be loaded onto HISD's SRM Internal Catalog System. The following link contains HISD Internal Catalog specs and information: [HISD Internal Catalog Specs](#) .

Proposer(s) are encouraged to complete either the Punch-Out or Internal Catalog template and submit by electronic form (Excel format); handwritten proposals will not be accepted. Proposers must include a USB flash drive or CD, properly labeled with company's name and project number, that contains the requested electronic catalog (electronic media supplied will not be returned and becomes property of the District).

Contact information: Operations & Strategic IT Support Team at SRM_MDM@houstonisd.org or 713-556-6515.

HISD reserves the right to select and determine the appropriate and most advantageous suppliers for the above electronic catalog solutions. HISD requests all suppliers to consider the resources and skills necessary within their company to meet the electronic catalog requirements of HISD. These include, but are not limited to, ongoing catalog maintenance, customization of any current websites, and any new software needing to be purchased and implemented for successful catalog implementation and management. Additionally, HISD reserves the right to invoke corrective action, up to and including termination of the supplier's contract, in the event that suppliers cause technical problems with the catalog system or use the system inappropriately by selling unauthorized items or making price changes without the prior approval of the Procurement Services Department.

RFP # 14-05-04 Fencing Services

V. FORM A - COMPANY INFORMATION:

Notice

This form requires a manual signature after each subsection, a manual signature on the final page and a notary attestation at the conclusion of the form, and must be included with the proposal in tab 2 of the Proposal.

STATE OF _____

§

COUNTY OF _____

§

AFFIDAVIT OF OWNERSHIP, CONTROL AND CORPORATE INFORMATION

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED

_____ [FULL NAME]

(HEREAFTER "AFFIANT"), _____ [STATE
TITLE/CAPACITY WITH PROPOSAL] OF (PROPOSAL'S CORPORATE/LEGAL NAME), WHO BEING BY ME DULY SWORN ON OATH
STATED AS FOLLOWS:

1. AFFIANT IS AUTHORIZED TO GIVE THIS AFFIDAVIT AND HAS PERSONAL KNOWLEDGE OF THE FACTS AND MATTERS
HEREIN STATED;
2. PROPOSER(S) SEEKS TO DO BUSINESS WITH THE DISTRICT IN CONNECTION WITH _____
_____ [DESCRIBE PROJECT OR MATTER] WHICH IS EXPECTED TO BE IN THE
AMOUNT THAT EXCEEDS \$10,000.
3. THE FOLLOWING INFORMATION IS SUBMITTED IN CONNECTION WITH THE PROPOSAL, SUBMISSION OR BID OF
PROPOSER IN CONNECTION WITH THE ABOVE DESCRIBED PROJECT OR MATTER.

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5.1 SUBSECTION I - COMPANY INFORMATION:

COMPANY NAME _____

DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER _____

HOME OFFICE _____ LOCAL OFFICE _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

TELEPHONE _____ FAX _____ TELEPHONE _____ FAX _____

CONTACT PERSON'S NAME _____

CONTACT PERSON'S TELEPHONE NUMBER _____ FAX NUMBER _____

CONTACT PERSON'S E-MAIL ADDRESS _____

1. NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN IN CONTINUOUS OPERATION _____

2. NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN IN BUSINESS UNDER ITS PRESENT BUSINESS NAME _____

3. DOES YOUR COMPANY PAY TAXES TO THE HOUSTON INDEPENDENT SCHOOL DISTRICT? _____

4. ARE YOUR TAX PAYMENTS TO HISD CURRENT? _____

5. DOES ANY OFFICER, PARTNER, OWNER, SALES REPRESENTATIVE AND/OR SPOUSE WORK FOR THE

RFP # 14-05-04 Fencing Services

HOUSTON INDEPENDENT SCHOOL DISTRICT

☐ YES ☐ NO

6. TYPE OF BUSINESS ENTITY: ☐ PUBLICLY TRADED CORPORATION ☐ PRIVATE CORPORATION ☐ LIMITED PARTNERSHIP
☐ PARTNERSHIP ☐ SOLE PROPRIETORSHIP ☐ NOT FOR PROFIT ENTITY

7. IF CORPORATION, ANSWER THE FOLLOWING QUESTIONS:

DATE OF INCORPORATION _____

STATE OF INCORPORATION _____

CHARTER NUMBER _____

PRESIDENT _____

VICE PRESIDENT _____

CORPORATE SECRETARY _____

TREASURER _____

8. IF PARTNERSHIP OR CORPORATION , DATE OF ORGANIZATION CREATION _____

9. IF SOLE PROPRIETOR, NUMBER OF YEARS IN BUSINESS _____

10. NUMBER OF YEARS DOING BUSINESS WITH HISD _____

11. DO YOU HAVE EXPERIENCE WITH OTHER SCHOOL DISTRICTS? _____ YES _____ NO

12. IF YES, PLEASE LIST NAMES OF SCHOOL DISTRICTS _____

RFP # 14-05-04 Fencing Services

13. IS YOUR COMPANY CAPABLE OF PROVIDING A DEDICATED WEBSITE WITH YOUR CATALOG WITH HISD'S PRICING?
_____ YES; _____ NO. IF YES, CAN YOUR WEBSITE INTERFACE WITH SAP PUBLIC SECTION 7.0 / ECC
6.0 OPEN CATALOG INTERFACE (OCI) COMPLIANT? _____ YES _____ NO.

14. CAN YOUR COMPANY PROVIDE HISD WITH PERIODIC PREFORMATTED FLAT FILE UPDATES OF YOUR CATALOG?
_____ YES; _____ NO.

15. NAME AND COMPLETE ADDRESS OF ALL PARTNERS LISTED ON A SEPARATE SHEET AND ATTACHED.

16. IF OTHER THAN CORPORATION OR PARTNERSHIP, DESCRIBE ORGANIZATION AND NAME OF PRINCIPALS:

17. MINORITY OWNERSHIP:

IS YOUR FIRM A MINORITY AND/OR WOMAN OWNED FIRM? ☐ YES ☐ NO

PERCENTAGE OF OWNERSHIP THAT IS MINORITY OR WOMAN OWNED _____

MARK ALL THAT ARE APPROPRIATE:

☐ ANGLO ☐ AFRICAN AMERICAN ☐ HISPANIC ☐ AMERICAN INDIAN ☐ ASIAN/PACIFIC ISLANDER
☐ MALE ☐ FEMALE

LOCATION: ☐ HOUSTON ☐ TEXAS ☐ OUT OF STATE ☐ OUT OF STATE WITH LOCAL OFFICE

MARK ALL ORGANIZATIONS THAT HAVE ISSUED YOUR MINORITY STATUS:

☐ THE HOUSTON BUSINESS COUNCIL ☐ SMALL BUSINESS ADMINISTRATION
☐ DEPARTMENT OF ENERGY ☐ DEPARTMENT OF DEFENSE
☐ DEPARTMENT OF TRANSPORTATION ☐ METRO TRANSIT AUTHORITY
☐ CITY OF HOUSTON

18. CHECK ONE OF THE FOLLOWING:

☐ PROPOSER WILL PROVIDE GOODS AND SERVICES WITH OWN WORK FORCE
☐ PROPOSER WILL PURCHASE GOODS DIRECTLY FROM THE MANUFACTURER OR OTHER SUPPLIER

RFP # 14-05-04 Fencing Services

19. NAME OF STATE WHERE YOUR HOME OFFICE/HEADQUARTERS IS LOCATED: _____
IF NOT TEXAS, DOES THE STATE HAVE PREFERENTIAL TREATMENT ON BIDS ☐ YES ☐ NO
IF YES, WHAT PERCENTAGE: _____%

20. EQUAL OPPORTUNITY EMPLOYER INFORMATION

THE HOUSTON INDEPENDENT SCHOOL DISTRICT CAN ONLY DO BUSINESS WITH EQUAL OPPORTUNITY EMPLOYERS.

CURRENT TOTAL NUMBER OF EMPLOYEES _____ NUMBER OF MALES _____ NUMBER OF FEMALES _____

OF THE TOTAL NUMBER OF PERSONS CURRENTLY EMPLOYED, PROVIDE THE FOLLOWING INFORMATION:

NUMBER OF ANGLO _____ NUMBER OF AFRICAN AMERICAN _____

NUMBER OF HISPANIC _____ NUMBER OF OTHER MINORITIES _____
MEXICAN-AMERICAN / SPANISH SURNAMES

DO YOU ADVERTISE AS AN "EQUAL OPPORTUNITY EMPLOYER"? ☐ YES ☐ NO

DO YOU HAVE A WRITTEN NON-DISCRIMINATORY POLICY OF EMPLOYMENT? ☐ YES ☐ NO

HAS THIS POLICY BEEN CIRCULATED THROUGHOUT YOUR ORGANIZATION? ☐ YES ☐ NO

NAME AND TITLE OF PERSON TO CONTACT REGARDING EQUAL OPPORTUNITY INFORMATION ISSUES:

NAME _____ TITLE _____

21. LIST YOUR BANKING REFERENCE:

BANK NAME _____ OFFICER'S NAME _____

BANK ADDRESS _____ CITY STATE ZIP _____

OFFICER'S TELEPHONE NUMBER _____ OFFICER'S FAX NUMBER _____

I attest that I have answered the questions regarding company information truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP # 14-05-04 Fencing Services

5.2 SUBSECTION II - CERTIFICATION AND DISCLOSURE STATEMENT:

A person or business entity entering into a contract and/or agreement with HISD is required by Texas Law to disclose, in advance of the contract and/or agreement award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individually owned Company:

Has the owner(s) ever been convicted of a felony? ☐ Yes ☐ No

If a Corporation, Partnership, Limited Partnership, etc:

Has any owner, or partner, of your business entity been convicted of a felony? ☐ Yes ☐ No

Has any manager or director of your entity been convicted of a felony? ☐ Yes ☐ No

Has any employee of your entity been convicted of a felony? ☐ Yes ☐ No

If Yes, give details:

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. (Attached additional pages, if necessary.)

I attest that I have answered the questions concerning prior convictions truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP # 14-05-04 Fencing Services

5.3 SUBSECTION III - FREE OF INDEBTEDNESS STATEMENT:

The Texas Education Code (Section 44.044) provides that school districts, by resolution of the Board of Trustees, may establish regulations requiring that persons or entities entering into a contract and/or agreement or transaction with the District not be indebted to the District. The Board of Education has approved a resolution establishing policy that requires that the awarded, or selected, suppliers be free of any indebtedness to the District. The following information must be completed by individual and/or business entities.

List all the tax account numbers for all property taxes due the Houston Independent School District:

_____	_____
_____	_____
_____	_____
_____	_____

Are all City, County, and Houston Independent School District property taxes, both real and personal, assessed against property owned by individual and/or business entity paid?

☐ Yes ☐ No

If you answer "no" to this question, provide detail of the amounts due the District and your current plan to satisfy this indebtedness.

I attest that I have answered the questions regarding indebtedness to the Houston Independent School District truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP # 14-05-04 Fencing Services

5.4 SUBSECTION IV - CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:

The undersigned certifies on behalf of the company and its key employees that neither the company nor its key employees have been proposed for debarment, debarred or suspended by any Federal Agency.

The undersigned agrees to notify the District in the event that the company or any of its key employees are proposed for debarment, debarred or suspended by any Federal Agency or by any State of Texas agency. Notification shall take place within five (5) business days after the company or employee is notified of either debarment or suspension or possible debarment or suspension. Notification shall be sent to Mr. Christopher L. Gross, C.P.M; General Manager – Procurement Services; Houston Independent School District; 4400 West 18th Street; Houston, Texas 77092.

I attest that I have answered the questions regarding debarment and suspension truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP # 14-05-04 Fencing Services

5.5 SUBSECTION V - STATEMENT OF NON-COLLUSION:

The undersigned Proposer does hereby certify:

- a) That all statements of fact in such proposal are true.
- b) That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
- c) That such proposal is genuine and not collusive or sham.
- d) That Proposer(s) has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the District or of any other bidder or anyone else interested in the proposed procurement.
- e) That Proposer(s) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal.
- f) That Proposer(s) did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else.
- g) That Proposer(s) did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information on data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the District, or to any person or persons who have a partnership or other financial interest with said Proposer in his business.
- h) That Proposer(s) did not provide, directly or indirectly to any officer or employee of the District any gratuity, entertainment, meals, or anything of value, whatsoever, which could be construed as intending to invoke any form of reciprocation or favorable treatment.

RFP # 14-05-04 Fencing Services

- i) That no officer or principal of the undersigned firm is related to any officer or employee of the District by blood or marriage within the third degree or is employed, either full or part time, by the District either currently or within the last two (2) years.
- j) That no officer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal anti-trust law in connection with the bidding, award of, or performance of any public work contract and/or agreement with any public entity.

I attest that I have answered the questions regarding non-collusion truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP # 14-05-04 Fencing Services

5.6 SUBSECTION VI - SUBSECTION VI ANTITRUST CERTIFICATION STATEMENT:

(Texas Government Code §2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this agreement/contract/proposal on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus & Comm. Code Chapter 15;
3. In connection with this bid, neither I nor any representative of the Company have violated any federal antitrust law; and
4. Neither I nor any representative of the Company have directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company Name _____

Company Address _____

City, State, Zip Code _____

Phone _____

Facsimile _____

Proposer Signature _____

Proposer Printed Name _____

Position with Company _____

(IF DIFFERENT FROM ABOVE)

Official Authorizing Proposal

Corporate Officer's Signature _____

Printed Name _____

Position with Company _____

RFP # 14-05-04 Fencing Services

5.7 SUBSECTION VII - CONFLICT OF INTEREST QUESTIONNAIRE FORM:

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold;">OFFICE USE ONLY</div> <div style="border: 1px solid black; padding: 2px; min-height: 100px;"> Date Received </div>	
<div style="border: 1px solid black; padding: 2px;"> 1 Name of person who has a business relationship with local governmental entity. </div>		
<div style="border: 1px solid black; padding: 2px;"> 2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.) </div>		
<div style="border: 1px solid black; padding: 2px;"> 3 Name of local government officer with whom filer has employment or business relationship. </div> <div style="border: 1px solid black; padding: 10px; margin-top: 5px;"> <div style="text-align: center; margin-bottom: 10px;"> Name of Officer </div> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p> </div>		
<div style="border: 1px solid black; padding: 2px;"> 4 </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Signature of person doing business with the governmental entity </div> <div style="width: 45%;"> <div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Date </div> </div>		

Adopted 06/29/2007

RFP # 14-05-04 Fencing Services

COMPANY NAME

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Proposer, that Affiant is associated with the Proposal in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 20__.

(seal)

Notary Public

VI. FORM B - M/WBE INSTRUCTIONS:

For assistance ON COMPLETING THESE FORMS Contact:

Business Assistance Department: Supplier Diversity

4400 West 18th Street

Houston, TX 77092

Telephone: (713) 556-7273 Fax: (713) 556-7274

Email: BusinessAssistance@houstonisd.org

SPECIFIC CONDITIONS FOR MINORITY AND WOMAN-OWNED BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Office of Business Assistance was established by the Houston Independent School District Board of Education in 1988 to assist minority and women-owned business enterprises (M/WBEs) in the participation of various district business projects. The district's M/WBE subcontractor participation goals are as follows:

20% for purchasing of goods & non-professional services over \$50,000

20% for construction over \$50,000

25% for professional services over \$50,000

The district requires all M/WBE documents and supporting materials to be completed and submitted as a part of the response to a proposal. All required documents should be submitted with an original signature by an official from the proposer's company. Although most pre-bid meetings are not mandatory, the district recommends that the proposer attends to become familiar with the M/WBE requirements. If you are unable to attend the pre-bid meeting, please contact Supplier Diversity for assistance on completing the required documentation.

IMPORTANT NOTICE

M/WBE documents are a part of proposer's evaluation. This documentation is required for your proposal to be evaluated by the district. HISD will determine whether the proposer's efforts meet the minimum standards of "Good Faith Effort" consistent with the district's policy on the participation of M/WBEs. Failure to provide the required M/WBE documentation will be considered non-compliant. If a company is deemed non-compliant, it can lead to disqualification from the provision of goods and services to the district for current and/or future projects.

INSTRUCTIONS

1. Review the M/WBE Participation Options and instructions on (page B-3) of this section.
2. **Complete the M/WBE Participation Report on (page B-4) of this section. Submit this form with your proposal.**
3. Complete all additional documentation required for the participation option that your company selected.
4. **Submit all requested/required forms and documentation with your proposal.**

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HISD AUTHORITY AND INTERPRETATION OF M/WBE DOCUMENTATION

HISD shall have sole authority for the interpretation of all rules and regulations concerning M/WBE participation and for all determinations of compliance or non-compliance of any proposer with the M/WBE participation requirements as set forth herein. The decision of HISD shall be final and conclusive as to such compliance or non-compliance. All proposers, by the submission of a proposal, acknowledge and agree that HISD shall have such sole and exclusive authority to make such interpretations and determinations and that all such interpretations and determinations shall be conclusive.

M/WBE SPEND REPORTING & COMPLIANCE

To ensure that all M/WBE participation obligations under the awarded contract are met, the Business Assistance Department will require documentation of the awarded supplier's M/WBE participation throughout the performance of the contract and upon the contract renewal.

The awarded supplier will be required to report M/WBE subcontracting participation on a monthly basis to the Business Assistance Department. Documents requested by the Business Assistance Department from the awarded supplier's company to show documentation of M/WBE spend include, but are not limited to: invoices, purchase orders, and other pertinent documents that the district deems necessary to verify the usage of M/WBE companies. Awarded proposers will also be required to complete M/WBE documentation provided by the Business Assistance Department, which includes monthly reporting.

The awarded supplier could be deemed as non-compliant if they fail to meet and/or report their M/WBE subcontracting commitment, provides inaccurate, incorrect, and/or false information related to reporting M/WBE information.

If the district determines that a supplier is non-compliant, actions include, but are not limited to the following.

1. If the supplier, during any year of the contract, (i) fails to meet their M/WBE subcontracting commitment; and/or (ii) fails to provide the requested and accurate M/WBE documentation will be subject to having the contract terminated.
2. If the supplier is undergoing M/WBE compliance review at the **end** of their current contract and (i) fails to meet their M/WBE subcontracting commitment; and/or (ii) fails to provide the requested and accurate M/WBE documentation, the supplier may not be allowed to bid on the new RFP issued for that particular product or service.
3. If a supplier fails to meet their M/WBE subcontracting commitment on more than one contract with the district, the supplier may not be eligible to do business with the district for a minimum of one year.

M/WBE PARTICIPATION REQUIREMENTS

Proposer must select one (1) of the following M/WBE participation options and submit required documentation.

<p style="text-align: center;"><u>OPTION I</u> <i>Certified M/WBE Company</i></p>	<p>Complete this section if proposer's company is a certified minority and/or woman-owned business enterprise (M/WBE) with the (1) City of Houston (MBE and/or WBE only); (2) National Minority Supplier Development Council or local affiliate; and/or (3) Women's Business Enterprise National Council or local affiliate. If a supplier chooses this option, they are expected to maintain their M/WBE certification throughout the duration of the contract.</p> <ol style="list-style-type: none"> Proposer must complete & submit (page B-4 & B-5) and attach current M/WBE certification. If M/WBE proposer also subcontracts with other M/WBE companies other documentation is required. Proposer is required to submit an M/WBE Subcontracting Plan (page B-6) and M/WBE subcontractor agreement(s) (page B-7).
<p style="text-align: center;"><u>OPTION II</u> <i>Subcontract to meet district's M/WBE goal</i></p>	<p>Complete this section if proposer's company will subcontract with M/WBE firm(s) to meet and/or exceed the district's M/WBE participation goals. HISD M/WBE Participation Goals are: 20% for purchasing of goods, non-professional services & construction projects; 25% for professional services. If a supplier chooses this option, they are expected to report their M/WBE subcontractor spend throughout the duration of the contract. Any additions or changes to the M/WBE subcontractors utilized during the contract require the prior written approval of the Business Assistance Department before any changes are permitted. A subcontractor change request form can be found on (page B-13).</p> <ol style="list-style-type: none"> Proposer must complete & submit (page B-4). Submit an M/WBE Subcontracting Plan (page B-6) and M/WBE subcontractor agreement(s) (page B-7). Please attach M/WBE firm(s) current certifications. Companies must be certified by (1) City of Houston (MBE and/or WBE only); (2) National Minority Supplier Development Council or local affiliate; and/or (3) Women's Business Enterprise National Council or local affiliate.
<p style="text-align: center;"><u>OPTION III</u> <i>Good Faith Efforts</i></p>	<p>Complete this section to comply with the district's "Good Faith Efforts" (GFE) documentation. Company has the option to subcontract with M/WBE firm(s), if they cannot meet the district's goal. If a supplier chooses to subcontract as a part of their GFE, they are expected to report their M/WBE subcontractor spend throughout the duration of their contract. Any additions or changes to the M/WBE subcontractors utilized during the contract require the prior written approval of the Business Assistance Department before any changes are permitted. A subcontractor change request form can be found on (page B-13).</p> <ol style="list-style-type: none"> Proposer must complete & submit (page B-4). <u>Good Faith Efforts (Required)</u> - Proposer must complete & submit (pages B-4, B-8, B-9, B-10, B-11). Please attach all requested documentation. <u>Subcontract (Optional)</u> - In addition to the GFE documentation listed above, submit an M/WBE Subcontracting Plan (page B-6) and M/WBE subcontractor agreement(s) (page B-7). Attach current M/WBE certifications for each subcontractor listed. Companies must be certified by (1) City of Houston (MBE and/or WBE); (2) National Minority Supplier Development Council or local affiliate; and/or (3) Women's Business Enterprise National Council or local affiliate.

M/WBE PARTICIPATION REPORT

Business Assistance Department

HISD PROJECT TITLE: _____ PROJECT NUMBER: _____
 COMPANY NAME: _____ CONTACT NAME: _____
 PHONE NUMBER: _____ EMAIL: _____
 TOTAL PROPOSAL AMOUNT: \$ _____ M/WBE SUBCONTRACTOR: % _____

Select one of the following options and complete section. Attach and complete requested documentation.

☐ **OPTION I – Complete section if company is certified as a minority or woman-owned business (M/WBE).**

1. Please select current M/WBE certification(s) that HISD recognizes. Please attach current M/WBE certification.

- ☐ City of Houston (MBE and/or WBE only)
- ☐ National Minority Supplier Development Council or local affiliate
- ☐ Women's Business Enterprise National Council or local affiliate

2. Additional M/WBE Subcontractor Contract Commitment: _____%

_____(initial) Proposer's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal.

Please submit an M/WBE Subcontracting Plan (page B-6) and M/WBE subcontractor agreement(s) (page B-7). Please attach M/WBE firm(s) current certifications.

☐ **OPTION II – Complete section if company agrees to subcontract with M/WBE firm(s) for the awarded contract.**

1. Company will meet or exceed the district's M/WBE Subcontractor Goals.

20% for purchasing of goods, non professional services & construction; 25% for professional services

2. M/WBE Subcontractor Contract Commitment _____%

_____(initial) Proposer's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal.

Please submit an M/WBE Subcontracting Plan (page B-6) and M/WBE subcontractor agreement(s) (page B-7). Please attach M/WBE firm(s) current certifications.

☐ **OPTION III – Complete section to comply with the district's "Good Faith Efforts" documentation.**

1. Proposer's company must complete all "Good Faith Efforts" prior to the bid opening date and attach requested documentation.

2. Please complete the district's "Good Faith Efforts" documentation on page B-8, B-9, B-10 & B-11.

3. Company must complete "Good Faith Efforts" for a total of 100 points.

☐ **NON-PROFIT ORGANIZATION – Organization is a 501(c)3 non-profit entity.**

1. Please attach a copy of the organization's IRS determination letter.

2. Sign and date the bottom of the form.

Signature of Company Officer

Date

Printed Name

Option I
M/WBE COMPANY INFORMATION

Please complete the information below if you are a certified M/WBE company. Please attach current M/WBE certification. Company must be certified by (1) City of Houston (MBE and/or WBE only); (2) National Minority Supplier Development Council or local affiliate; and/or (3) Women's Business Enterprise National Council or local affiliate.

M/WBE COMPANY NAME: _____

COMPANY DBA: _____

OWNER NAME(S): _____

OWNERSHIP % BREAKDOWN: _____

MAJORITY OWNERSHIP GENDER: ☐ MALE ☐ FEMALE

MAJORITY OWNERSHIP ☐ AFRICAN AMERICAN ☐ ASIAN INDIAN ☐ ASIAN PACIFIC ☐ HISPANIC

ETHNICITY: ☐ NATIVE AMERICAN ☐ OTHER _____

SELECT CURRENT M/WBE CERTIFICATION(S) & ATTACH CURRENT CERTIFICATION(S)

- ☐ City of Houston MBE
- ☐ City of Houston WBE
- ☐ National Minority Supplier Development Council or local affiliate
- ☐ Women's Business Enterprise National Council or local affiliate

COMPANY CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

I attest that the information included has been completed as directed and that the information is accurate to the best of my knowledge. I understand that any information willfully falsified or omitted may result in, but is not limited to bid disqualification and/or debarment from doing business with the Houston Independent School District.

Proposer Officer Signature

Date

Printed Name

Printed Title

Option I/II/III

M/WBE SUBCONTRACTING PLAN

Please complete the information below if you agreed to subcontract with M/WBE companies.

HISD PROJECT NUMBER: _____ COMPANY NAME: _____ PHONE NUMBER: _____ M/WBE SUBCONTRACTOR: _____ %	PROPOSAL TITLE: _____ CONTACT NAME: _____ EMAIL ADDRESS: _____
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M/WBE Subcontractors		
M/WBE Company Name / DBA	Scope of Products or Services Provided	Agreed Price or % of Contract
Total M/WBE Subcontractor Commitment:		

Attach current M/WBE certifications for each subcontractor listed. Companies must be certified by (1) City of Houston (MBE and/or WBE only); (2) National Minority Supplier Development Council or local affiliate; and/or (3) Women's Business Enterprise National Council or local affiliate.

Proposer's company agrees to subcontract with the M/WBE(s) listed above for the percentage of the awarded contract amount with HISD. If the awarded supplier fails to meet and/or report their M/WBE subcontracting commitment, it may be considered a breach of contract. You will be required to provide any requested documentation and report M/WBE subcontractor payments monthly.

Proposer must enter into a formal subcontractor agreement with M/WBE firm(s) listed above for their respective product(s) and/or service(s). Please complete the M/WBE Subcontractor Agreement Form for each M/WBE Subcontractor listed. Any additions or changes to the M/WBE subcontractors utilized during the contract require the approval of the Business Assistance Department before any subcontractor changes are made.

Signature of Company Officer

Date

Name of Officer (Print)

Option I/II/III
M/WBE SUBCONTRACTOR AGREEMENT

Please complete the information below if you agreed to subcontract with M/WBE companies. **The submission of your subcontractor agreement is required for each M/WBE subcontractor.**

HISD PROJECT NUMBER: _____

PROPOSAL TITLE: _____

PROPOSER COMPANY NAME: _____

M/WBE SUBCONTRACTOR INFORMATION

M/WBE COMPANY NAME: _____

COMPANY DBA: _____

OWNER NAME(S): _____

OWNERSHIP % BREAKDOWN: _____

MAJORITY OWNERSHIP GENDER: ☐ MALE ☐ FEMALE

MAJORITY OWNERSHIP ETHNICITY: ☐ AFRICAN AMERICAN ☐ ASIAN INDIAN ☐ ASIAN PACIFIC ☐ HISPANIC
☐ NATIVE AMERICAN ☐ OTHER _____

SELECT CURRENT M/WBE CERTIFICATION(S) & ATTACH CURRENT CERTIFICATION(S)

- ☐ City of Houston MBE
- ☐ City of Houston WBE
- ☐ National Minority Supplier Development Council or local affiliate
- ☐ Women's Business Enterprise National Council or local affiliate

SCOPE OF SERVICE: _____

AGREED CONTRACT PRICE OR % OF CONTRACT AWARD: _____

COMPANY CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

M/WBE Subcontractor Officer Signature

Date

Printed Name

Printed Title

Proposer Officer Signature

Date

Printed Name

Printed Title

M/WBE - OPTION III

Good Faith Efforts

Complete this section if proposer's company selected "Good Faith Efforts". Proposer must select a combination of good faith efforts listed below to total a minimum of 100 points. If proposer fails to meet the minimum point requirement for the option selected and/or submit the requested documentation, proposer may be considered non-compliant.

HISD PROJECT NUMBER: _____

PROPOSAL TITLE: _____

PROPOSER COMPANY NAME: _____

Select and complete "Good Faith Efforts" below to total a minimum of 100 points.

☐ **Company agrees to subcontract with M/WBE(s) for the awarded contract for less than the goal.**

If company selects this option, please choose one of the M/WBE subcontracting commitments below.

- ☐ Subcontract with M/WBE firm(s) from 10% to the subcontracting goal. **(65 points)**
- ☐ Subcontract with M/WBE firm(s) from 9.99% to 1%. **(45 points)**

Please complete the following information.

1. M/WBE Subcontractor Contract Commitment _____%
2. _____(initial) Proposer's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal. Proposer is required to submit an M/WBE subcontracting plan (page AB-6) and the M/WBE subcontractor agreement(s) (page AB-7) with proposal.

☐ **Letters of Intent to Find Subcontractors / Follow-Up with M/WBE Subcontractors (35 points)**

Proposer must send at least (10) outreach letters to relevant certifying agencies accepted by HISD (City of Houston, Houston Minority Supplier Development Council, Women's Business Enterprise Alliance) and individual M/WBE companies to solicit potential M/WBE subcontractor participation. Please see page B-12 for outreach letter template. Please see page B-11 to document M/WBE outreach activities. Proposer must solicit M/WBE companies a minimum of seven (7) business days before the bid opening date.

The following documentation must be attached and includes:

1. Copies of the (10) outreach letters sent via email/fax to individual M/WBE companies.
2. Document outreach activities on page B-11. Attach and submit page B-11.
3. Proposer must respond to M/WBEs who show interest in becoming a subcontractor. Attach additional email and fax responses and communications from company with potential M/WBE subcontractors.
4. Proposer must follow-up with initial solicitations by contacting the (10) M/WBE companies to determine whether the companies are interested in proposed subcontracting opportunity. Document follow-up activities on page B-11 under "follow-up date" and submit.
5. Proposer should provide interested minority and women business enterprises with adequate information about the plans, specifications and requirements for the subcontracting opportunities available.

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☐ **Place Advertisement(s) to Find M/WBE Subcontractors (20 points)**

Proposer must advertise in at least one general print circulation newspaper, magazine, trade association publication, or minority and women-focused publication, concerning the potential subcontracting opportunity. Proposer must also advertise to M/WBE organizations by sending out (5) letters, emails and/or faxes within a minimum of seven (7) business days before the bid opening date. *Please attach copy of advertisement placed in M/WBE publications and letters sent to M/WBE organizations.

Option III

Good Faith Efforts (continued)

☐ **Letters of Acceptance/Rejection to Potential Subcontractors (20 points)**

Proposer must provide an explanation of rejection or an acceptance to at least (5) of the M/WBE companies who were contacted for the "Letters of Intent to Find Subcontractors". To select this option proposer must have sent "Letters of Intent to Find Subcontractors".

1. A written rejection and/or acceptance letter, including the reason(s) for rejection or the terms of acceptance, will be sent to at least (5) of the M/WBE companies. If less than (5) M/WBEs responded to the letter of intent, failure of an M/WBE to respond can be a reason for a rejection letter to be sent.
2. Please attach a copy of each rejection and/or acceptance letter sent to potential M/WBE subcontractors.
3. Please attach an explanation to HISD, written on company letterhead, of why company was unable to utilize M/WBE subcontractors to meet the district's M/WBE subcontractor goal

☐ **Participation as a Mentor to an M/WBE Company (15 points)**

Proposer is participating as a mentor to an M/WBE company. Mentoring shall be defined as peer collaboration between the proposer and at least one M/WBE firm in the areas of technical performance enhancement, business management assistance, human resource management, and revenue tracking including cash flow and debt management. Attach a copy of your company's mentor/protégé agreement. Attach contact

☐ **Attended Pre-Bid Meeting to Network with Potential M/WBE Subcontractors (10 points)**

Proposer attended the RFP Pre-Bid Meeting in an effort to meet potential M/WBE subcontractors. * If selected, Business Assistance will

☐ **M/WBE Assistance (10 points)**

Proposer must describe how they have assisted M/WBEs in their business operations. Example of assistance includes, but is not limited to: assistance in acquiring equipment, capital, lines of credit, or joint pay agreements to secure loans, supplies; letters of credit, including waiving credit that is ordinarily required.

Please describe how your company assisted M/WBEs in the past 6 months:

Assisted M/WBE(s) Contact Information:

☐ **Company Policies that Support M/WBE Participation (10 points)**

Proposer has implemented company policies that assist M/WBEs in doing business with their company. This includes but is not limited to: having a Supplier Diversity Program, having documentation of a negotiated joint venture/partnership arrangements in the recent past, establishing quick pay agreements and policies to enable M/WBE subcontractors to meet cash-flow demands, etc.

1. Please attach examples of company policies that support and encourage M/WBE participation within your company.

Please describe your company's policies that support M/WBE participation:

Option III

Good Faith Efforts (continued)

☐ **M/WBE Organization Participation (10 points)**

Proposer must identify M/WBE organizations they actively participate in as members and/or donate company resources. Proposer must include documentation of partnerships, committee involvement, and workshop participation and training.

Please list current organizations that your organization supports:

Please describe how your company currently supports M/WBE organizations:

Total Good Faith Efforts Points: _____

Signature of Proposing Company's Officer

Date

Printed Name

Option III

Good Faith Efforts: M/WBE Outreach

Please complete the information below if your company is completing “Good Faith Efforts” documentation.

HISD PROJECT NUMBER: _____

PROPOSAL TITLE: _____

PROPOSER COMPANY NAME: _____

Please document the potential M/WBE subcontractors and/or M/WBE organizations that you contacted.

M/WBE Company Name	Phone Number	Contact Person	Date Contacted	Follow-Up Date	Contact Notes

Signature of Company Officer

Date

Name of Officer (Print)

M/WBE OUTREACH EXAMPLE LETTER

(Insert Company Contact Information)

(Insert M/WBE Company Contact Information)

Dear M/WBE Supplier-

(Company Name) is bidding on Project (Insert Project Number and Project Title) for the Houston Independent School District. Our company is looking for possible M/WBE subcontractors. We are currently looking for subcontractors for the following products or services.

1. (Insert potential subcontracting opportunity)
2. (Insert potential subcontracting opportunity)
3. (Insert potential subcontracting opportunity)

Our company will be looking for M/WBE Subcontractors for the next 5 business days. If you are interested in providing the above listed products or services please contact (Insert contact information) by (Insert Deadline Date).

(Insert Company Signature)

M/WBE SUBCONTRACTOR CHANGE REQUEST

Business Assistance Department
 Telephone: (713) 556-7273 Fax: (713) 556-7274
 Email: BusinessAssistance@houstonisd.org

HISD PROJECT NUMBER: _____

PROPOSAL TITLE: _____

PROPOSER COMPANY NAME: _____

Please select the following reason(s) that you need to change your M/WBE subcontractor(s):

1 = Unable to provide verification of M/WBE status

2 = Unable to provide requested products/services

3 = Unable to provide proper insurance/bonding requirements

	M/WBE Company Name	Phone Number	Contact Person	Scope Of Service	Agreed Price	Reason		
						1	2	3
ORIGINAL								
NEW								
ORIGINAL								
NEW								
ORIGINAL								
NEW								
ORIGINAL								
NEW								

Please Note: All "Original" M/WBE Subcontractor information must be listed and followed by the "New" replacement M/WBE Subcontractor on the change request on the chart above. M/WBE Firm(s) listed must be at least 51% owned by a woman or a minority; or certified by one of the following M/WBE agencies: (1) City of Houston (MBE and/or WBE); (2) Houston Minority Supplier Development Council; (3) National Minority Supplier Development Council; (4) Women's Business Enterprise National Council; and/or (5) Women's Business Enterprise Alliance.

Submitted By:

 Signature of Company Officer

 Date

 Printed Name

Approved By:

 Business Assistance

 Date

CERTIFYING AGENCIES

CITY OF HOUSTON OFFICE OF BUSINESS OPPORTUNITY

611 Walker, 7th Floor
Houston, Texas 77002
Phone: (832) 393-0600
Fax: (713) 837-9050
Website: Will.Norwood@houstontx.gov
Email: Will.Norwood@houstontx.gov

HOUSTON MINORITY SUPPLIER DEVELOPMENT COUNCIL

Three Riverway, Suite 555
Houston, Texas 77056
Phone: (713) 271-7805
Fax: (713) 271-9770
Website: www.hmsdc.org
Email: info@hmsdc.org

NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL

1359 Broadway, Tenth Floor
New York, NY 10018
Phone: (212) 944-2430
Fax: (212) 719-9611
Website: www.nmsdc.org
Email: maureen.simonette@nmsdc.org

WOMEN'S BUSINESS ENTERPRISE ALLIANCE

9800 Northwest Freeway Suite 120
Houston, Texas 77092
Phone: (713) 681-9232
Fax: (713) 681-9242
Website: www.wbea-texas.org
Email: aday@wbea-texas.org

WOMEN'S BUSINESS ENTERPRISE NATIONAL ALLIANCE

1120 Connecticut Avenue, NW, Suite 1000
Washington, DC 20036
Phone: (202) 872-5515
Fax: (202) 872-5505
Website: www.wbenc.org
Email: support@wbenc.org

M/WBE BUSINESS ORGANIZATIONS & ASSOCIATIONS

ACRES HOME CITIZENS CHAMBER OF COMMERCE

6112 Wheatley
Houston, Texas 77091
Phone: (713) 692-7161
Fax: (713) 961-7131
Website: www.dscreation6754244.homestead.com
Email: info@acreshomecenter.org

AMERICAN INDIAN CHAMBER OF COMMERCE OF TEXAS-HOUSTON

11245 Indian Trail, 2nd Floor
Dallas, Texas 75229
Phone: (972) 241-6450 ~ Toll Free: (866) 241-6450
Fax: (972) 241-6454
Website: www.aicct.com
Email: tmarschall@aicct.org

ASIAN CHAMBER OF COMMERCE

6833 W. Sam Houston Parkway, Suite 206
Houston, Texas 77072
Phone: (713) 782-7222
Fax: (713) 981-6204
Website: www.asianchamber-hou.org/
Email: info@asianchamber-hou.org

CITY OF HOUSTON OFFICE OF BUSINESS OPPORTUNITY

611 Walker, 7th Floor
Houston, Texas 77002
Phone: (832) 393-0600
Fax: (713) 837-9050
Website: Will.Norwood@houstontx.gov
Email: Will.Norwood@houstontx.gov

GREATER HOUSTON WOMEN'S CHAMBER OF COMMERCE

3015 Richmond, Suite 200
Houston, Texas 77098
Phone: (713) 782-3777
Fax: (281) 400-3635
Website: www.ghwcc.org
Email: info@ghwcc.org

GREATER HOUSTON BLACK CHAMBER OF COMMERCE

2808 Wheeler
Houston, Texas 77004
Phone: (713) 522-9745
Fax: (713) 522-5965
Website: www.hccoc.org
Email: info@hccoc.org

HOUSTON AREA URBAN LEAGUE, INC

1301 Texas
Houston, Texas 77002
Phone: (713) 393-8700
Fax: (713) 393-8790
Website: www.haul.org
Email:

HOUSTON HISPANIC CHAMBER OF COMMERCE

1801 Main Street, Suite 890
Houston, TX 77002
Phone: (713) 644-7070
Fax: (713) 644-7377
Website: www.houstonhispanicchamber.com
Email: info@houstonhispanicchamber.com

HOUSTON MINORITY SUPPLIER DEVELOPMENT COUNCIL

Three Riverway, Suite 555
Houston, Texas 77056
Phone: (713) 271-7805
Fax: (713) 271-9770
Website: www.hmsdc.org
Email: info@hmsdc.org

INDO AMERICAN CHAMBER OF COMMERCE OF GREATER HOUSTON (THE)

1535 West Loop South, Suite 200
Houston, Texas 77027
Phone: (713)-624-7132
Fax:
Website: www.iaccgh.com
Email: info@iaccgh.com

LEAGUE OF UNITED LATIN AMERICANS (LULAC)

PO Box 8620
Houston, Texas 77249
Phone: (713) 695-5980
Fax: (713) 691-4128
Website: <http://www.lulacdistrictviii.org/>
Email: d8mgr@lulac.org

N.A.A.C.P. ECONOMIC DEVELOPMENT COMMITTEE

2002 Wheeler
Houston, Texas 77004
Phone: (713) 526-3389
Fax: (713) 630-2699
Website: www.naacp-houston.org
Email: economics@naacphouston.org

NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS- GREATER HOUSTON CHAPTER (NAWBO-GHC)

P.O. Box 56583
Houston, TX 77256-6583
Phone: (713) 487-8475
Fax: (713) 974-1835
Website: www.nawbohouston.org
Email: membership@nawbohouston.org

NATIVE AMERICAN CHAMBER OF COMMERCE

7457 Harwin, Suite 307
Houston, Texas 77036
Phone: (832) 251-6367
Fax: (832) 251-6312
Website: www.nativeamericanchamber.org
Email: info@namcham.org

TSU/ECONOMIC DEVELOPMENT CENTER

3100 Cleburne Street, Jesse H. Jones School of Business, Room 151,
Houston, Texas 77004
Phone: (713) 313-7785
Fax: (713) 313-7101
Website: www.tsu.edu
Email: conneraa@tsu.edu

WOMEN'S BUSINESS ENTERPRISE ALLIANCE

9800 Northwest Freeway Suite 120
Houston, Texas 77092
Phone: (713) 681-9232
Fax: (713) 681-9242
Website: www.wbea-texas.org
Email: aday@wbea-texas.org

M/WBE Organizations & Associations (Construction)

ALLIANCE OF MINORITY CONTRACTORS OF HOUSTON

P.O. Box 920859
Houston, Texas 77292-0859
Phone: (713) 802-4154
Fax: (713) 460-0673
Website: www.amch.biz/
Email: info@amc-houston.org

3825 Dacoma St.
Houston, Texas 77092
Phone: (713) 843-3791
Fax: (713) 843-3777
Website: www.namctexas.org
Email: info@namctexas.org

ASIAN AMERICAN ENGINEERS/ARCHITECTS

2525 North Loop West, Suite 300
Houston, Texas 77008-1094
Phone: (713) 861-7068
Fax: (713) 861-4131
Website: www.aaea-houston.org
Email: mrueda@landtech-inc.com

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION- HOUSTON CHAPTER (NAWIC)

8354 Sorrell Dr.
Houston, TX 77064
Phone: (281) 639-3841
Fax: (281) 304-1773, fax
Website: www.nawic-houston.com
Email: swhitley@toneyconstruction.com

ASSOCIATION OF BLACK CONSULTING ENGINEERS AND ARCHITECTS

P.O. Box 771992
Houston, Texas 77215
Phone: (713) 988-0145
Fax: (713) 988-4624
Website: www.abcea.org
Email: info@blackarchitectsandengineershouston.org

WOMEN CONTRACTORS ASSOCIATION

134 Vintage Park Blvd, Suite A-171
Houston, Texas 77070
Houston, Texas 77065
Phone: (713) 807-9977
Fax: (713) 807-9917
Website: www.womencontractors.org/
Email: director@womencontractors.org

HOUSTON HISPANIC ARCHITECTS AND ENGINEERS

P.O. 421372
Houston, Texas 77042
Phone: (713) 426-7488
Fax: (713) 850-7308
Website: www.hhae.org
Email: lindac@kirksey.com

NATIONAL ASSOCIATION OF MINORITY CONTRACTORS, INC. - GREATER HOUSTON CHAPTER

M/WBE NEWSPAPERS AND PERIODICALS

AFRICAN-AMERICAN NEWS & ISSUES

6130 Wheatley Street
Houston, Texas 77091-3947
Phone: (713) 692-1100
Fax: (713) 692-1892
Website: www.aframnews.com
Email: news@afamnews.com

FORWARD TIMES

P. O. Box 8346
Houston, Texas 77004
Phone: (713) 526-4727
Fax: (713) 526-3170
Website: www.forwardtimesonline.com
Email: forwardtimes@forwardtimes.com

HOUSTON DEFENDER (THE)

12401 South Post Oak, #223
Houston, Texas 77045
Phone: (713) 663-6996
Fax: (713) 663-7116
Website: www.defendernetwork.com
Email: ads@defendermediagroup.com

HOUSTON INSIDER (THE)

1713 Rosewood Street
Houston, Texas 77004
Phone: (713) 526-0544
Fax: (713) 526-0545
Website: www.thehoustoninsider.com
Email: sales@thehoustoninsider.com

INFORMER (THE)

9104-A Bellaire
Houston, Texas 77036
Telephone: (713) 771-4363
Fax: (713) 270-8222

LA INFORMACIÓN

6065 Hillcroft, Suite 102
Houston, Texas 77081
Telephone: (713) 272-0100
Fax: (713) 272-0011
Website: <http://www.lainformacion.us/>
Email: lina.martinez@lainformacion.us

LA PRENSA DE HOUSTON

7100 Regency Square, Suite 217
Houston, Texas 77036
Phone: (713) 334-4959
Fax: (713) 334-4995
Website: www.prensadehouston.com
Email: info@prensadehouston.com

LA VOZ DE HOUSTON

4747 SW Freeway
Houston, Texas 77027-6901
Telephone: (713) 362-8100
Fax: (713) 362-8630
Website: <http://lavotx.com/>
Email: lavoz@chron.com

MINORITY PRINT MEDIA, LLC dba HOUSTON STYLE MAGAZINE

PO Box 14035
Houston, Texas 77221-4035
Phone: (713) 748-6300
Fax: (713) 748-6320
Website: www.stylemagazine.com
Email: advertising@stylemagazine.com

SOUTHERN CHINESE DAILY NEWS

11122 Bellaire Blvd.
Houston, Texas 77072
Telephone: (281) 498-4310
Fax: (281) 498-2728
Website: <http://www.scdaily.com/>
Email: ad@scdaily.com

VOICE OF ASIA

8303 S. W. Freeway, Suite 325
Houston, Texas 77074
Phone: (713) 774-5140
Fax: (713) 774-5143
Website: www.voiceofasiaonline.com
Email: voiceasia@aol.com

WORLD JOURNAL OF TEXAS, INC.

10415 Westpark, Suite A
Houston, Texas 77042
Telephone: (713) 771-4363
Fax: (713) 270-8222

RFP # 14-05-04 Fencing Services

VII. FORM C - ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

(NON-CONSTRUCTION CONTRACTS)

The Houston Independent School District ("the District") is required to obtain certain certifications from organizations receiving District payments paid from federal funds budgets.

Pursuant to Circular A-110, all contracts, including small purchases, awarded by the District and the District's sub-contractors shall contain the procurement provisions of Appendix A to Circular A-110, as applicable. Accordingly, the parties agree that the following terms and conditions apply to the agreement, dated [date] (the "Agreement"), between the District and [name of vendor] ("Vendor") in all situations where the vendor has been paid from federal funds.

1. Equal Employment Opportunity – In fulfilling its obligations under the Agreement, Vendor shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2. Rights to Inventions Made Under a Contract or Agreement – To the extent that the Agreement requires the performance of experimental, developmental or research work, Vendor agrees that the District shall have rights in any resulting invention in accordance with 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 District from which received financial assistance to carry out the work contemplated by the Agreement.

3. Clean Air Act (42 U.S.C. § 7401 *et seq.*) and the Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*), as amended – In the event that the fees payable to Vendor under the Agreement exceed \$100,000, Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251 *et seq.*). Violations shall be reported to the Awarding Agency and the Regional Office of the Environmental Protection Agency (EPA).

4. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) - In the event that the fees payable to Vendor under the Agreement exceed \$100,000, vendor shall file the certification required under 31 U.S.C. § 1352. Each tier shall certify 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 shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the vendor.

5. Debarment and Suspension (E.O.s 12549 and 12689) – Vendor certifies that it and its principal employees are not listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible

RFP # 14-05-04 Fencing Services

under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

6. Access to Records – Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of the Vendor that are directly pertinent to Vendor's discharge of its obligations under the Agreement for the purpose of making audits, examinations, excerpts and transcriptions.

7. Applicability to Subcontractors – Vendor agrees that all contracts it awards pursuant to the Agreement shall be bound by the foregoing terms and conditions.

Company Name

Corporate Officer's Signature

Printed Name

Street Address

City, State and Zip Code

RFP # 14-05-04 Fencing Services

VIII. FORM D - PRICING AND SERVICE AFFIRMATION

Proposal of: _____
(Proposer Company Name)

To: Houston Independent School District

RFP Number: _____

RFP Name: _____

Proposer will provide the product/services to the Houston Independent School District ("HISD") and possibly other governmental agencies (through Interlocal-agreements). Additionally, the focus is on identifying all costs associated with the product/services. HISD is looking to quantify all fees and work towards solutions that minimize costs, while maintaining or improving current service levels. Please see Price Schedule (**Form F**) to this RFP.

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the products/services required pursuant to the above- referenced RFP upon the terms quoted below.

___.1 Price and Products/Services Quotation

The prices quoted shall be HISD's pricing for the product or service. There shall be no separate or additional charges, fees, handling or other incidental costs associated in the acquisition of the product/services not disclosed herein. Proposer understands that HISD makes no guarantee as to the volume, amount or type of product/services that may be purchased under any Agreement.

Proposer certifies and agrees that all prices and any promotion or rebates quoted in the proposal have been reviewed and are the final proposed price and product/service offering for this initial RFP response.

___.2 Price Assurance

Proposer agrees that, if Proposer is awarded a contract, equal and identical pricing may be extended to another governmental agency (see section 2.15.2 and 2.29 of this RFP).

RFP # 14-05-04 Fencing Services

__3 HISD Payment Terms

HISD's standard payment terms for services are "net 30 days" from receipt of the invoice. Indicate below the prompt payment discount that Proposer will provide to HISD:

__4 General Terms and Conditions

Proposer agrees to the General Terms and Conditions and all other Terms and Conditions of this RFP unless exceptions are identified in the Exception Form (Form E).

Prompt Payment Discount _____% _____days / net 30 days.

Respectfully submitted:

Company Name: _____

By: _____
(Corporate Officer's Signature)

Printed Name: _____

Title: _____

Date: _____

RFP # 14-05-04 Fencing Services

IX. FORM E - EXCEPTION FORM

All deviations and exceptions to this RFP must be expressly stated in this Exception Form (additional pages to this form may be added if necessary). In the absence of any entry on this Exception Form, the Proposer(s) assures HISD of their full agreement and compliance with all specifications, terms and conditions, requirements and obligations of the RFP. THIS EXCEPTION FORM MUST BE SIGNED BY EACH PROPOSER(S) WHETHER THERE ARE EXCEPTIONS LISTED OR NOT, AND SUBMITTED WITH THE PROPOSAL.

SECTION #, PARAGRAPH # (OR SUBSECTION #) AND PAGE	EXCEPTION

Company Name

Corporate Officer's Signature

Printed Name

Date _____

RFP # 14-05-04 Fencing Services

X. FORM F - (PRICE SCHEDULE)

DECORATIVE METAL FENCES AND GATES

1.	DECORATIVE META FENCES - NEW INSTALLATIONS	PRICE per LF		
		Soil	Asphalt	Concrete
Up to 100'	8' Section with Pickets, two (3) rails, one (1) post			
100'-500'	8' Section with Pickets, two (3) rails, one (1) post			
500-1000'	8' Section with Pickets, two (3) rails, one (1) post			
1000+	8' Section with Pickets, two (3) rails, one (1) post			
Up to 100'	8' Section with Pickets, two (3) rails, one (1) post w/rings			
100'-500'	8' Section with Pickets, two (3) rails, one (1) post w/rings			
500-1000'	8' Section with Pickets, two (3) rails, one (1) post w/rings			
1000+	8' Section with Pickets, two (3) rails, one (1) post w/rings			

2.	DECORATIVE METAL FENCES - REPAIRS	PRICE per LF		
		Soil	Asphalt	Concrete
> 50'	8' Section with Pickets, two (2) rails, one (1) post			
< 50'	8' Section with Pickets, two (2) rails, one (1) post			

3.	DECORATIVE METAL - GATE <i>with fencing installation</i>	PRICE each		
EACH		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts			
5'	Swing -- with two posts			
10'	Swing -- with two posts			
20'	Swing -- with two posts			
20'	Horizontal Cantilever (rollback)			
30'	Horizontal Cantilever (rollback)			

4.	DECORATIVE METAL - GATE <i>with fencing installation</i>	PRICE each		
EACH		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts with EXIT (PANIC) Bar			
5'	Swing -- with two posts with EXIT (PANIC) Bar			
10'	Swing -- with two posts with EXIT (PANIC) Bar			
20'	Swing -- with two posts with EXIT (PANIC) Bar			

RFP # 14-05-04 Fencing Services

DECORATIVE METAL FENCES AND GATES

5.	DECORATIVE METAL - GATE <i>installed onto existing fence</i>	PRICE each		
		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts			
5'	Swing -- with two posts			
10'	Swing -- with two posts			
20'	Swing -- with two posts			
20'	Horizontal Cantilever (rollback)			
30'	Horizontal Cantilever (rollback)			

6..	DECORATIVE METAL-GATE <i>installed onto existing fence</i>	PRICE each		
EACH		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts with EXIT (PANIC) Bar			
5'	Swing -- with two posts with EXIT (PANIC) Bar			
10'	Swing -- with two posts with EXIT (PANIC) Bar			
20'	Swing -- with two posts with EXIT (PANIC) Bar			

7.	DECORATIVE METAL - GATE <i>only</i>	PRICE each
	Fabricated, Delivered	
3'6"	Swing -- with two posts	
5'	Swing -- with two posts	
10'	Swing -- with two posts	
20'	Swing -- with two posts	
20'	Horizontal Cantilever (rollback)	
30'	Horizontal Cantilever (rollback)	

8.	DECORATIVE METAL GATE - Materials	PRICE installed	PRICE each
Up to 100'	Rings, 4-1/2"		
100'-500'	Rings, 4-1/3"		
500-1000'	Rings, 4-1/2"		
1000+	Rings, 4-1/2"		
Up to 500'	Rails		
Over 500'	Rails		

RFP # 14-05-04 Fencing Services

CHAIN LINK FENCES AND GATES – GALVANIZED FINISH

1.	CHAIN LINK - Fencing -New Installations	PRICE per LF		
		Soil	Asphalt	Concrete
Up to 100'	Chain Link			
100'-500'	Chain Link			
500-1000'	Chain Link			
1000+	Chain Link			

2.	CHAIN LINK -Fencing -Additional Item, <i>Installed</i>	PRICE each		
		Soil	Asphalt	Concrete
Up to 100'	Post, terminal with bracing			
100'-500'	Post, terminal with bracing			
500-1000'	Post, terminal with bracing			
1000+	Post, terminal with bracing			

3.	CHAIN LINK <i>with fencing installation</i>	PRICE each		
		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts			
5'	Swing -- with two posts			
10'	Swing -- with two posts			
20'	Swing -- with two posts			
20'	Horizontal Cantilever (rollback)			
30'	Horizontal Cantilever (rollback)			

3.	CHAIN LINK -GATE <i>Installed onto existing fence</i>	PRICE each		
		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts			
5'	Swing -- with two posts			
10'	Swing -- with two posts			
20'	Swing -- with two posts			
20'	Horizontal Cantilever (rollback)			
30'	Horizontal Cantilever (rollback)			

RFP # 14-05-04 Fencing Services

CHAIN LINK FENCES AND GATES – GALVANIZED FINISH

5.	CHAIN LINK- GATE <i>installed onto existing fence</i>	PRICE each		
		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts			
5'	Swing -- with two posts			
10'	Swing -- with two posts			
20'	Swing -- with two posts			
20'	Horizontal Cantilever (rollback)			
30'	Horizontal Cantilever (rollback)			

6..	CHAIN LINK - GATE <i>installed onto existing fence</i>	PRICE each		
EACH		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts with EXIT (PANIC) Bar			
5'	Swing -- with two posts with EXIT (PANIC) Bar			
10'	Swing -- with two posts with EXIT (PANIC) Bar			
20'	Swing -- with two posts with EXIT (PANIC) Bar			

4.	CHAIN LINK -GATE <i>only</i>	PRICE each
	Fabricated, Delivered	
3'6"	Gate	
5'	Gate	
10'	Gate	
20'	Gate	
20'	Horizontal Cantilever (rollback)	
30'	Horizontal Cantilever (rollback)	

RFP # 14-05-04 Fencing Services

CHAIN LINK FENCES AND GATES - POLYMER COATED FINISH (Black Vinyl)

1.	CHAIN LINK –POLYMER COATED FINSH Fencing -New Installations	PRICE per LF		
		Soil	Asphalt	Concrete
Up to 100'	Chain Link			
100'-500'	Chain Link			
500-1000'	Chain Link			
1000+	Chain Link			

2.	CHAIN LINK –POLYMER COATED FINSH Fencing -Additional Item, Installed	PRICE each		
		Soil	Asphalt	Concrete
Up to 100'	Post, terminal with bracing			
100'-500'	Post, terminal with bracing			
500-1000'	Post, terminal with bracing			
1000+	Post, terminal with bracing			

3.	CHAIN LINK –POLYMER COATED FINSH <i>with fencing installation</i>	PRICE each		
		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts			
5'	Swing -- with two posts			
10'	Swing -- with two posts			
20'	Swing -- with two posts			
20'	Horizontal Cantilever (rollback)			
30'	Horizontal Cantilever (rollback)			

3.	CHAIN LINK –POLYMER COATED FINSH <i>Installed onto existing fence</i>	PRICE each		
		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts			
5'	Swing -- with two posts			
10'	Swing -- with two posts			
20'	Swing -- with two posts			
20'	Horizontal Cantilever (rollback)			
30'	Horizontal Cantilever (rollback)			

RFP # 14-05-04 Fencing Services

CHAIN LINK FENCES AND GATES - POLYMER COATED FINISH (Black Vinyl)

5.	CHAIN LINK –POLYMER COATED FINSH <i>GATE installed onto existing fence</i>	PRICE each		
		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts			
5'	Swing -- with two posts			
10'	Swing -- with two posts			
20'	Swing -- with two posts			
20'	Horizontal Cantilever (rollback)			
30'	Horizontal Cantilever (rollback)			

6..	CHAIN LINK –POLYMER COATED FINSH <i>GATE installed onto existing fence</i>	PRICE each		
EACH		Soil	Asphalt	Concrete
3'6"	Swing -- with two posts with EXIT (PANIC) Bar			
5'	Swing -- with two posts with EXIT (PANIC) Bar			
10'	Swing -- with two posts with EXIT (PANIC) Bar			
20'	Swing -- with two posts with EXIT (PANIC) Bar			

4.	CHAIN LINK –POLYMER COATED FINSH <i>GATE only</i>	PRICE each
	Fabricated, Delivered	
3'6"	Gate	
5'	Gate	
10'	Gate	
20'	Gate	
20'	Horizontal Cantilever (rollback)	
30'	Horizontal Cantilever (rollback)	

RFP # 14-05-04 Fencing Services

ELECTRONIC GATES

All electronic gate installations must meet the following specifications unless otherwise noted.
The electronic gate specifications are as followed:

GATE:	DESCRIPTION	PRICE
Swing Gate	Elite CSW-200-UL-1HP heavy duty, swing gate operator	
Slide Gate	Elite SL-3000-UL-1HP heavy duty, slide gate operator	

Note: All electronic gates are to be installed and compatible to the height and width of the specified project. All electronic gates are to swing outward away from buildings and points of egress.

If electronic gate installations require loops, concrete work or additional items, pricing will be established and with contractor and any subcontractors utilized.

Brick/Masonry Columns and Foundations

The brick-masonry columns and/or foundation specifications are as followed:

Type	Description	Price each
Brick columns	18" x 18" x 6'ft high, vendor is to provide all brick, masonry materials	
Foundations	18" x 18" x 24" depth, vendor is to provide all masonry products for brick column foundations	

Note: All brick/masonry columns and/or foundations are to be installed according to the project unless otherwise specified.

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MATERIALS – CHAIN LINK –GALVANIZED FINISH

Note: All gates to be fabricated with galvanized, schedule 40 pipe, 1½" O. D. (Height and width to be specified by project). All gates to swing outward away from buildings and points of egress.

No.	Product	U o M	Description	Price
1	Fabric	FT	2" X 9GA X 6' X 50'	
2	Top Rail	FT	1-5/8" OD 21' GALVANIZED SCH 40	
3	Line/Terminal Gate Posts	EA	2-3/8" SCH 40 X 9'	
4		EA	2-7/8" SCH 40 X 9'	
5		EA	2-7/8" SCH 40 X 10'6"	
		EA	4" SCH 40 X 9'	
9		EA	4" SCH 40 X 10'6"	
10		EA	6-5/8" SCH 40 X 10'6"	
11	Tension Bar	EA	3/4" X 6'	
12	Dome Caps	EA	2 3/8" PS	
13		EA	2 7/8" PS	
14		EA	4" PS	
15		EA	6-5/8" PS	
16	Tension Bands	EA	1-7/8"x ¾"	
17			2 3/8" X 3/4"	
18			2 7/8" X 3/4"	
19			4" X 3/4"	
20			6-5/8" X 3/4"	
21	Brace Bands		2 7/8"	
22		EA	4"	

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MATERIALS – CHAIN LINK –GALVANIZED FINISH

No.	Product	U o M	Description	Price
23	Brace bands		6-5/8"	
24	Sleeves	EA	1 5/8" X 6"	
25	Line Caps	EA	2 3/8" PS	
26	Barbed Wire Arms	EA	2 3/8" X 1 5/8" I-PC 3 STR	
27	Railends	EA	1 5/8" PS	
28	Hinges	EA	2 7/8" X 1 7/8"	
29		EA	4" X 1 7/8"	
30		EA	6-5/8" X 6-5/8" X 1-7/8" (COX HINGE)	
31	Rollers	EA	4" NEOPRENE	
32		EA	6-5/8" NEOPRENE	
33		EA	4"STEEL	
34	Latch	EA	2 7/8" X 1 7/8" MAL	
35		EA	2-7/8" X 1 7/8" FULCRUM	
36		EA	2 7/8" CANTILEVER	
37	Bolts	EA	5/16" X 1 1/4" CARRIAGE	
38	Hog/pig rings	LB	NO SPECIFICATION	
39	Tie Wire	BAG	ALUM--9GA X 8 1/4"	
40		BAG	ALUM--9GA X 6 1/2"	
41	Tension Wire	ROLL	9GA SMOOTH	
42		ROLL	7GA COIL	
43	Barb Wire		CLASS III 4PT 12 1/2 GA	
44	Truss Rod		3/8" X 11'	

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MATERIALS – CHAIN LINK –GALVANIZED FINISH

No.	Product	U o M	Description	Price
45	Truss Tightner	EA	3/8"	
46	T-posts	EA	6'6"	
47		EA	8'	
48		EA	10'4"	

RFP # 14-05-04 Fencing Services

CHAIN LINK FENCES AND GATES - POLYMER COATED FINISH (Black vinyl)

Note: All gates to be fabricated with galvanized, schedule 40 pipe, 1½" O. D. (Height and width to be specified by project). All gates to swing outward away from buildings and points of egress.

No.	Product	U o M	Description	Price
1	Fabric	FT	2" X 9GA X 6' X 50'	
2	Top Rail	FT	1-5/8" OD 21' GALVANIZED SCH 40	
3	Line/Terminal Gate Posts	EA	2-3/8" SCH 40 X 9'	
4		EA	2-7/8" SCH 40 X 9'	
5		EA	2-7/8" SCH 40 X 10'6"	
		EA	4" SCH 40 X 9'	
9		EA	4" SCH 40 X 10'6"	
10		EA	6-5/8" SCH 40 X 10'6"	
11	Tension Bar	EA	3/4" X 6'	
12	Dome Caps	EA	2 3/8" PS	
13		EA	2 7/8" PS	
14		EA	4" PS	
15		EA	6-5/8" PS	
16	Tension Bands	EA	1-7/8"x ¾"	
17			2 3/8" X 3/4"	
18			2 7/8" X 3/4"	
19			4" X 3/4"	
20			6-5/8" X 3/4"	
21	Brace Bands		2 7/8"	
22		EA	4"	
23			6-5/8"	

RFP # 14-05-04 Fencing Services

CHAIN LINK FENCES AND GATES - POLYMER COATED FINISH (Black vinyl)

No.	Product	U o M	Description	Price
24	Sleeves	EA	1 5/8" X 6"	
25	Line Caps	EA	2 3/8" PS	
26	Barbed Wire Arms	EA	2 3/8" X 1 5/8" I-PC 3 STR	
27	Railends	EA	1 5/8" PS	
28	Hinges	EA	2 7/8" X 1 7/8"	
29		EA	4" X 1 7/8"	
30		EA	6-5/8" X 1-7/8" (COX HINGE)	
31	Rollers	EA	4" NEOPRENE	
32		EA	6-5/8" NEOPRENE	
33		EA	4"STEEL	
34	Latch	EA	2 7/8" X 1 7/8" MAL	
35		EA	2 7/8" X 1 7/8" FULCRUM	
36		EA	2 7/8" CANTILEVER	
37	Bolts	EA	5/16" X 1 1/4" CARRIAGE	
38	Hog/pig rings	LB	NO SPECIFICATION	
39	Tie Wire	BAG	ALUM--9GA X 8 1/4"	
40		Roll	ALUM--9GA X 6 1/2"	
41	Tension Wire		9GA SMOOTH	
42			7GA COIL	
43			6GA CRIMPED BLACK	
44	Barb Wire		CLASS III 4PT 12 1/2 GA	
45	Truss Rod		3/8" X 11'	

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CHAIN LINK FENCES AND GATES - POLYMER COATED FINISH (Black vinyl)

No.	Product	U o M	Description	Price
46	Truss Tightner		3/8"	
47	T-posts		6'6" (GREEN ONLY)	
48			8' (GREEN ONLY)	
49			10'4" (GREEN ONLY)	

END OF PRICING SECTION

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XI. FORM G - SUPPLIER RELATIONS – CHE (LOCAL) QUESTIONNAIRE:

Board of Education Policy CHE (Local) adopted October 11, 2012 requested that all proposers supply the Board of Education the information contained below. While this information is requested in other parts of Form A this questionnaire provides the information specifically related to CHE (Local).

Legal Name of Business: _____

Type of Business and
types of products or services provided: _____

Business Mailing Address: _____

City: _____ State: _____ Zip Code _____

Business Street Address: _____

City: _____ State: _____ Zip Code _____

Names of parent company, subsidiaries, or other name under which they are currently conducting or have previously conducted business with the District:

Parent Company

Subsidiaries	Subsidiaries

Other Names	Other Names

Number of Full Time Employees: _____ Part Time Employees: _____

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Names of owners, principal shareholders or stockholders, officers, agents, salespeople and key employees who have been members of the HISD Board of Education during the last 5 years:

[illegible]

Names of owners, principal shareholders or stockholders, officers, agents, salespeople and key employees who have been District employees or members of their immediate families who are either working or potentially working on this District's contract(s):

[illegible]

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Ethnic group of the majority owners
(to identify minority businesses) _____

Authorized agents, including any person or entity who is authorized to ‘act with’ or ‘act on your behalf’, such as consultants, sub-contractors, re-sellers, and/or lobbyist, confidants, etc., whether compensated or not compensated.

Names	Names

Certification of authority and/or any license or certificate required to conduct business within the State of Texas and/or City of Houston in accordance with any governing federal, state, and local statutes, regulations and ordinances:

License Number and Type	License Number and Type

Financial and business references, including bank with which the company conducts business:

Name of Bank: _____
Bank Officer _____ Officers Telephone Number _____

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Other Banking/finance Institutions:

Finance Institution Name	Finance Institution Name

Name of insurance companies and bonding company (if applicable)

Insurance Companies	Insurance Companies

Bonding Company	Bonding Company

Identification of any past, pending, or present litigation involving the District and any company owners, principal shareholders or stockholders, officers, agents, salespeople or employees.

Style of Litigation	Type of Litigation	Current Status

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Style of Litigation	Type of Litigation	Current Status

Relationship to any Political Action
Committees (PAC) _____

(Make copies of any table if additional rows are needed and attach additional sheets)

I attest that I have answered the questions relating to CHE (Local) truthfully and to be best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE