



21-009

Architectural/Engineering Professional Services

Issue Date: 12/17/2020

Questions Deadline: 1/15/2021 12:00 PM (MT)

Response Deadline: 2/17/2021 02:00 PM (MT)

Contact Information

Contact: Leticia Rivera
Address: Procurement & School Resources
4900 Woodrow Bean
El Paso, TX 79924-3824
Phone: 1 (915) 230-3106
Email: adriviera@episd.org

Event Information

Number: 21-009
Title: Architectural/Engineering Professional Services
Type: Request for Qualifications
Issue Date: 12/17/2020
Question Deadline: 1/15/2021 12:00 PM (MT)
Response Deadline: 2/17/2021 02:00 PM (MT)
Notes: The El Paso Independent School District (District) will accept Statements of Qualifications for Professional and Consulting Services as defined in the Professional Services Procurement Act ("PSPA"), Section 2254.002 and Section 2254.004, as applicable; of the Texas Government Code, for Architectural, Mechanical/Electrical/Civil/Structural Engineering (Geotechnical and Materials Testing), Land Survey, Landscape Architectural, Registered Architect/Engineer, RFQ No. 21-009, Project No. 21.758.

Please note the District will be closed for Winter Break beginning at 12:00pm MT, on Friday December 18, 2020. We will resume normal operations on Monday, January 4, 2021.

Ship To Information

Address: Procurement & School Resources
4900 Woodrow Bean
El Paso, TX 79924-3824
Phone: 1 (915) 230-3100

Billing Information

Address: EPISD Accounts Payable
PO Box 20100
El Paso, TX 79998-0100
Email: accountspayable@episd.org

Bid Activities

Winter Break

12/18/2020

Please note the District will be closed for Winter Break beginning Friday, December 18, 2020 at 12:00pm MT. We will resume normal operating hours on Monday, January 4, 2021 at 8:00am MT.

Virtual Public Bid Opening

2/17/2021

Virtual bid opening will take place approximately :15 minutes after bid closing. Emails will be sent after bid closing to vendors who responded to the bid. Please note that only the names of the respondents will be read aloud.

Please note that the virtual public bid opening link will be valid only for this bid opening.

Bid Attachments

Professional Services Questionnaire.pdf

[View Online](#)

Professional Services Questionnaire

Attachment A - RFQ Prof Services.pdf

[View Online](#)

Attachment A General Services Agreement for Architect Services

REQUIRED_FORMS_6.25.19.pdf

[View Online](#)

Required Forms 6.25.19

Vendor must review contract and state any Deviations in the Deviation section of this RFP.

Vendor Reference Check Worksheet

Requested Attachments

Required Forms

(Attachment required)

Professional Services Questionnaire

(Attachment required)

Vendor Reference Check Worksheet

(Attachment required)

Bid Attributes

1 Project Description

The school district intends to retain firms as needed to provide Architectural/Engineering and other Professional Services including design, bid, and construction phase activities for a variety of projects to be funded as authorized by the Board of Trustees. This selection will be for a period of two years with the option to renew for an additional three one year periods at the district's discretion.

All firms must be registered and licensed to practice their respective professions within the State of Texas as required by law, and are further encouraged to have a fully staffed El Paso, Texas office.

Information collected, assembled or maintained by the El Paso Independent School District pursuant to law or in connection with the transaction of official business is subject to disclosure under the Texas Public Information Act. A Firm must clearly identify and mark any information, which it believes is excepted from disclosure or from the Act which is codified in Texas Government Code Annotated, Chapter 552 (Vernon's).

Qualification Documents submitted will become property of the El Paso Independent School District and will not be returned.

Qualification Documents will be reviewed and will be utilized for assigning projects, as funded and/or authorized for assignment during the term of this selection.

Respondents should indicate in their cover letter any and all services/disciplines they want to be considered for. It is not necessary to offer multiple qualification statements for additional disciplines.

Selection of the provider of Professional and Consulting Services will be made in accordance with Chapter 2254 of the Texas Government Code. For each project and on an as-needed basis, the District intends to assemble a screening evaluation committee.

The District intends to award a separate contract for each identified project, but may, at its option, subdivide the

contract into multiple contract groupings or further combine the groupings in order to expedite the work, or in the interest of cost efficiencies. The selected consultant(s)' Scope of Work will include coordination with all necessary District divisions with regard to the facility architectural/engineering programming activities, as well as the design and construction administration phase services. The District desires to design, construct, and occupy, if applicable, the identified projects at the earliest possible time.

Services identified for assignment in connection with this Request for Qualifications include, but may not be limited to, the following:

- Electrical Engineering Services
- Land Surveying Services
- Structural Engineering Services
- Architectural Services
- Quality Assurance Materials Testing
- Geotechnical Engineering Services
- Environmental Engineering Services
- Mechanical Engineering Services
- Civil Engineering Services
- Registered Accessibility Specialist
- Landscape Architectural Services
- Construction Management Services
- Traffic Engineering Services
- Property Appraisal Services

2 Checklist

This checklist is provided as a convenience in organizing your response. It is the responsibility of each respondent, however, to ensure that all information requested is submitted correctly and all instructions are followed thoroughly.

1. Statement of Qualifications are due no later than 2:00pm (MT), on February 17, 2021.
2. Did you upload your submittal into E-Bid System?
3. Did you provide responses in full to the Professional Services Questionnaire?
4. Did you complete the Felony Conviction/Debarment Notice?
5. Did you complete the Conflict of Interest Questionnaire (Form CIQ)?
6. Did you complete, sign, and notarize Form 1295, with the online certification of filing?
7. Did you complete the Anti-Lobbying Provision Form?
8. Did you indicate in your cover letter whether you carry, or will otherwise provide, the required professional liability insurance?

3 General Information

A. The Request for Qualifications forms may be obtained beginning: December 17, 2020 from Procurement & School Resources:

Ron Gatlin, Executive Director Procurement& School Resources

El Paso Independent School District

James Gamble Warehouse

4900 Woodrow Bean

El Paso, TX 79924

(915) 230-3100

Website download: <https://www.episd.org/Domain/198>

Please select New E-Bid System

4 General Information

B. El Paso Independent School District reserves the right to waive any formalities, technicalities or deadlines, and to reject any or all Statements of Qualifications. The School District also reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the School District without regard to whether such information appears in the Statement of Qualifications. By submitting a Statement of Qualifications, each ESCo agrees to waive any claim it has or may have against the School District, its trustees, agents and employees, and any persons or entities contacted as references, arising out of or in connection with the review, evaluation or recommendation of any Statement of Qualifications, the acceptance or rejection of any Statement of Qualifications, the waiver of any requirements in this Request of Qualifications, and any complaints or concerns regarding the award of contracts.

5 General Information

C. All questions must be submitted in writing through the E-Bid system and received on or before January 15, 2021. No verbal responses will be provided. All questions will be answered in writing and will be posted on the E-Bid system to all prospective respondents.

6 General Information

D. Contract Documents – El Paso Independent School District will use one of its Standard Forms of Agreement Between Owner and Consultant with appropriate supplemental provisions as dictated by specific project requirements.

7 General Information

E. The School District will require all architects/engineers selected to maintain professional liability insurance with limits of not less than \$2,000,000.00 and containing coverage for full prior acts (refer to Attachment A Section 6.2.1). Respondents must indicate in the cover letter whether they carry, or will otherwise provide, the required insurance. Insurer must have an AM Best rating of A-VII, or better.

8 General Information

F. Firms qualified through this RFQ will be selected for individual projects yet to be identified; this will be done over a period of time. Should any firm's individual business conditions change, it is the firm's responsibility to communicate any and all changes in status, and/or provide any updated information to Procurement Services. All information must be provided in written form.

9 Statement of Qualifications

Respondents must provide, as a minimum, all of the requested information as listed in the PROFESSIONAL SERVICES QUESTIONNAIRE. Responses to the itemized entries on the form must be provided in the firm's statement of qualifications and must be keyed to the numbering on the PROFESSIONAL SERVICES QUESTIONNAIRE. The statement of qualifications will be limited to twenty (20) pages of text overall, not including any graphics submitted as supplement to the itemized information entries.

The following list of critical components to be reviewed in the statements of qualifications is keyed to the numbering sequence in the Professional Services Questionnaire.

1. BASIC INFORMATION: Identify basic information on the firm.
2. GENERAL STATEMENT OF FIRM QUALIFICATIONS: Provide a statement of qualifications detailing the firm's ability to provide the required services for these particular projects. Project timelines and budgets are critical. Identify unique capabilities, resources, expertise, and qualifications of the firm that may provide a distinct advantage in minimizing the overall design time in order to expedite the construction phase. Identify the firm's quality control procedures used to insure the highest degree of accuracy of project documents to minimize change orders.
3. GENERAL INFORMATION: Provide general information on the firm as requested. For question 3.4, Key Personnel, list currently available staff for each of the following: Firm Principal(s), Registered/Design architect(s)/engineer(s), and construction phase administrator(s).
4. CURRENT WORKLOAD: Provide a list of the firm's current workload with description of each project's current status/phase with anticipated completion dates, and describe the firm's capability to immediately staff one or more of our projects through completion.
5. PROJECTS: List project experience as requested for the previous five year period.
6. CLIENT REFERENCES: Provide name, company and contact person for at least three (3) past or current clients
7. SUSTAINABLE DESIGN: Firm or company's approach to sustainable design methods to include but not limited to, alternative construction methods, energy efficient approaches and/or green building standards. Also list any staff that is LEED Certified.
8. ADDITIONAL INFORMATION: Provide information as requested.

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Rating Criteria

1. Ability to Perform – Capability of firm to provide the required services; unique capabilities, resources and/or expertise provided by the firm - 30%
2. Ability to Staff the Project – Personnel to be assigned to project including registered/certified professionals and technical staff; current workload of firm permits immediate staffing of this project - 25%
3. Experience with Educational or similar Projects - 30%
4. Past Experience with El Paso Independent School District - 10%
5. Client References 5%

TOTAL 100%

El Paso Independent School District may conduct an initial screening of firm's qualifications and experience. The District shall select a firm(s) on the basis of demonstrated qualifications and competence.

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1

Name of Company Contact

Please list the name of the contact person that EPISD can call in regards to this bid. The contact person who will serve as the liaison between EPISD and your company. This should be the person that will answer questions regarding the bid submittal and questions pertaining to purchases and purchase orders.

(Required: Maximum 1000 characters allowed)

1
2

Company Contact Email Address

Please list the email address of the company contact person that EPISD would be emailing in regards to this bid, and to whom questions pertaining to purchases and purchase orders should be addressed.

(Required: Maximum 1000 characters allowed)

1
3

Principle Place of Business

Please indicate Proposer's Principle Place of Business (State)

(Required: Maximum 1000 characters allowed)

**1
4 Electronic Submittal**

Electronic Pickup and Submission. As permitted by law, Section 44.0313 of the Education Code, the District conducts non-construction solicitation transactions by electronic means (E-Bid System) to the extent possible. The E-Bid System is web based and the process requires vendor registration in order to use the system and provide an electronic response to this solicitation. The INSTRUCTIONS FOR ELECTRONIC FILING can be accessed at: <https://www.episd.org/site/Default.aspx?PageID=1024>. If you need assistance with registering or accessing the information you may contact Procurement & School Resources at (915) 230-3100 for assistance.

☐ Read and Understood

(Required: Check if applicable)

**1
5 Hard-Copy Pickup and Submission**

If your firm does not have the means to submit a response electronically, the District will accept hard copy responses as set out in this subparagraph, however, the Vendor must register on the Electronic System in order to receive communications during the process. If Vendor has no access to a computer system, Vendor may contact the Procurement Services Office at (915) 230-3100 for assistance in registering or obtaining responses from the system. Prospective Vendors may obtain a hard copy of the RFP from the District's Purchasing Office, located at 4900 Woodrow Bean Dr., El Paso, Texas 79924, between the hours of 8:00 a.m. and 5:00 p.m. Please contact the Purchasing Department at (915-230-3100), in advance of your visit to assure that the hours have not changed and someone will be available to assist you.

**1
6 Hard Copy Proposals**

Proposals must be submitted prior to the Proposal Opening and Submission Deadline. Proposals shall be electronically attached/uploaded, mailed or hand delivered to the District's Purchasing Office, located at 4900 Woodrow Bean Dr., El Paso, Texas 79924, in a sealed envelope or package clearly marked with the Vendor's name, return address, the RFP name and number, and the opening date and time. Hard copy Proposals may be modified, provided such modifications are sealed and received at the District's Purchasing Office prior to the Proposal Opening and Submission Deadline. Any proposal or modification received after the Proposal Opening and Submission Deadline shall not be considered.

The District strongly encourages respondents to submit their response to the RFQ electronically by uploading their response in e-Bid system.

**1
7 Proposal Submission**

Vendors are responsible to ensure that their Proposal has been properly submitted. Failure to comply with the requirements of this Solicitation, including specific form of the submission required, may be grounds for disqualification of the Proposal as "non-responsive." All Proposals shall be submitted through the E-Bid System or, in hard copy by Hand Delivery, Mail or Overnight Carrier; the District will not accept Proposals via facsimile or email.

**1
8 EDGAR Certification Form**

For all purchases with federal grant funds, the District is required to comply with the federal regulations, (EDGAR) related to the purchasing of goods and services. [2 CFR 200.317-200.326] Effective July 1, 2018. When the District seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply to the procurement, in addition to those under state law. This RFP includes the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or new "EDGAR"). The District requires all Vendors must complete and execute the EDGAR CERTIFICATION FORM attached hereto as RFP Attachment EDGAR Certifications certifying Vendor's willingness and ability to comply with EDGAR requirements, as the source of funding may not be known at the time of this solicitation

☐ EDGAR certification form is attached ☐ Cannot Comply

(Required: Check only one)

**1
9** **References**

Provide information regarding three (3) school district clients, other than El Paso ISD, to whom you have provided similar Goods or Services to the ones requested in this Request for Proposal or with whom you have worked on projects of similar size and scope to the one for which services are requested in this Request for Proposal. For each, provide names, addresses, telephone numbers, and email address of contact persons that may be of reference and that may be contacted regarding the quality of your service and your qualifications.

(Required: Maximum 4000 characters allowed)

**2
0** **Questions and Request for Clarifications- POC**

The District Designates the above mentioned person, as its representative and Point-of Contact. If a Vendor is in doubt as to the meaning of any part of this solicitation, questions or requests for clarification may be submitted electronically via the E-Bid System, or by written request via e-mail or facsimile submitted solely to the Point-of-Contact. Verbal questions and explanations are not permitted. Interpretations, clarifications and answers to question shall be made only by written response issued to all Vendors via E-Bid message, or by other form of delivery if prior arrangements are made via the Point of Contact.

**2
1** **Restriction on Communication**

Except as provided above, Vendors and their respective employees, agents, subcontractors and representatives shall restrict their contact with the District and direct all questions regarding this solicitation, including questions regarding the Proposed Contract, to the District Point-of-Contact. Between the date of issuance of this solicitation and continuing through the date of award by the District's Board of Trustees, Vendor and its employees, agents, subcontractors and representatives direct all questions regarding this solicitation, including questions regarding the Proposed Contract, to the District Point-of-Contact. Vendor and its employees, agents, subcontractors and representatives, are specifically prohibited from directly or indirectly discussing, communicating, lobbying for, or promoting its proposal to any member of the District's Board of Trustees, any member of the District's administrative staff, any member of an employee association affiliated with or representing any District employee or group of employees, any member of an District committee having responsibility for evaluation of Proposal responses or any consultant or professional retained or used by the District in connection with this solicitation This restriction extends to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the solicitation and/or proposal submitted by Vendor. This policy is intended to create a level playing field for all Vendors and ensure the integrity of the solicitation process, any violation of this provision may result in disqualification of the Vendor's response from consideration.

☐ I comply ☐ I do not comply

(Required: Check only one)

**2
2** **Contract Agreement Terms**

Vendor(s), if awarded as a result of this solicitation may be required to complete and sign the El Paso Independent School District A/E Agreement. At this time the EPISD only needs to know if you are in compliance with the agreement. Please state Yes or No in the above section. Vendors do not need to complete the contract until an award has been made. If you DO NOT comply with this A/E Agreement; Please state so in the Deviations section included in this solicitation.

☐ I comply ☐ I do not comply

(Required: Check only one)

2
3**The District reserves the right to:**

The District retains the right to reject any and all Proposal and to waive any and all formalities. In evaluating Proposals, the District is not required to select the Proposal based solely on the lowest pricing, and will consider the criteria set out in Tex. Education Code, Section 44.031(b) (1) - (8) and any other factors specifically set out in this solicitation.

☐ Read and Understood*(Required: Check if applicable)*2
4**Disclosure of Interested Parties- Form 1295**

Texas Government Code, Section 2252.908 requires the Disclosure of Interested Parties, by a vendor, using the form and procedure established by the Texas Ethics Commission, at the same time it submits the signed Contract, if the Contract award requires action or a vote by the Board of Trustees or the value of the Contract awarded as a result of the solicitation is at least One Million Dollars (\$1,000,000.00). The form requires disclosure of any "interested party" to the Contract of which the contracting Vendor is aware, and execution by an authorized agent of the contracting Vendor acknowledging that disclosure is made under oath and under penalty of perjury. A copy of Form 1295 and further information about the process required is attached hereto as Certificate of Interested Parties- Form 1295. Vendor agrees that upon Contract award and notification by the District of the applicability of this requirement, it will timely comply with the filing requirements set forth by the Commission and required by Section 2252.908 of the Texas Government Code. Vendor shall confirm its agreement by initialing in the following attribute.

Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission's online filing application, printed out, signed, and submitted within ten (10) days of award notification to EPISD

2
5**Acknowledgement CIP Form 1295**

Vendor agrees that upon notification of award, it will timely comply with the filing requirements set forth by the Texas Ethics Commission and required by Section 2252.908 of the Texas Government Code. *Please initial if vendor complies

*(Required: Maximum 1000 characters allowed)*2
6**Deviations/Exceptions to Terms and Conditions and Contract**

Complete and submit any Deviations/Exceptions to the General Terms and Conditions of the Contract attached to the RFP as RFP Attachment General Terms and Conditions of the Contract and the Form of Contract attached hereto as RFP Attachment Form of Vendor Contract and include an explanation for the requested change(s) with your response. Your response should be submitted on the form attached as RFP Attachment Deviations/Exceptions to Pricing Conditions, Terms and Conditions and Contracts. Copy additional sheets as necessary. By execution of its Proposal, Vendor agrees to the General Terms and Conditions of The Contract and The Form of Contract set out in RFP Attachment General Terms and Conditions of the Contract, respectively, to the extent they apply to the provision of Goods or Services (or both) in connection with this RFP. NOTE: FAILURE PROVIDE COMMENTS OR REQUESTED CHANGES WILL INDICATE YOUR ACCEPTANCE OF THE REQUIRED CONTRACT PROVISIONS AND NO FURTHER NEGOTIATION OF THE PROVISIONS WILL BE PERMITTED. The final contract shall be subject to review and approval of the District's Legal Counsel.

(Required: Maximum 4000 characters allowed)

27

Criminal History Records Check (CHRI)

-Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history record information ("CHRI") on Covered Employees. Covered Employees with Disqualifying Criminal Histories are prohibited from serving at a school district. Vendor will be required to certify to the District that it has complied and will be required to obtain similar information from its employees, subcontractors of every tier and independent contractors, to the extent they are, or employ, Covered Employees. -"Covered Employees" are defined as all employees of a vendor, or its subcontractors of any tier, and individuals who are independent contractors, who have or will have continuing duties related to the service to be performed at the District and have, or will have, direct contact with students. The District will be the final arbiter of what constitutes continuing duties and direct contact with students. A "Disqualifying Criminal History" includes existence of one of the following offenses in the CHRI Report, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense to (a) or (b) under federal law or the laws of another state. A copy of the Form of Criminal Background Certification is attached hereto as RFP Attachment Form of Criminal Background Certification. Vendor shall certify its agreement that prior to commencement of performance under the awarded Contract, it will timely obtain CHRI on Covered Employees, at its sole expense, by initialing the certification in the Vendor Questionnaire attached as Vendor Questionnaire.

28

Criminal Background Acknowledgement and Certification

Vendor agrees that prior to commencement of performance under the awarded Contract, it will timely obtain CHRI on Covered Employees, at its sole expense, and provide the certifications set out in the form of CRIMINAL BACKGROUND CERTIFICATION as set out in RFP Attachment Form of Criminal Background Certifications. Note: CRIMINAL BACKGROUND CERTIFICATION is not required to be executed as part of your Proposal – only agreement to comply is required. *If vendor agrees, please (initial)

 (Optional: Maximum 1000 characters allowed)

29

SolicitationTerm

The Term will be for two (2) years ("Initial Term") plus three (3) optional additional renewal years. Renewal Terms will be contingent upon satisfactory delivery of Goods and/or Services. Each Renewal Term shall be at the same Contract Price/Discount established for the Initial Term unless otherwise approved by EPISD. This solicitation will automatically be renewed for three (3) successive 12-month periods after its initial expiration, unless written notice of termination is given by either party, ninety (90) days prior to the expiration date. All intent to terminate notifications for this agreement must be delivered to 4900 Woodrow Bean, El Paso TX 79924- Attn: Ron Gatlin, Executive Director of Procurement & School Resources.

30

Insurance

Vendor represents that it is able to provide the insurance coverage set out in solicitation, and will provide evidence of such coverage to the District at the time a contract for goods and/or services is executed. Please initial below if vendor complies

 (Required: Maximum 1000 characters allowed)

Cone of Silence

The El Paso Independent School District's Cone of Silence Policy was adopted to ensure a fair and competitive bidding environment by preventing communication between District officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a District contract. See District Policy CHE (LOCAL).

The Cone of Silence period shall begin at the Pre-Solicitation Phase listed in section XIII of this manual. The process proceeds through the development of the scope of work and through the issuance of an RFI, RFP, Bid, or other competitive solicitation as defined in state law and shall officially end upon execution of a negotiated contract, whichever represents the final act in the Procurement process.

Regardless of the above time period, it shall not be acceptable for potential vendors to participate in discussions that determine the scope of work, strategic direction, technical specifications, or evaluation criteria of such projects.

The Cone of Silence shall apply to the acquisition of goods or services using the procurement methods identified in state law as well as renewal periods for contracts previously awarded by the Board of Trustees with renewal options.

The "Cone of Silence" shall mean a prohibition on any communication regarding any Request for Information (RFI), Request for Qualifications (RFQ), Competitive Sealed Proposal (CSP), Bid, or other competitive solicitation (as defined in the Procurement methods above) between:

- Any person who seeks an award from the District or its affiliated entities including a potential vendor or vendor's representative; and
- Any person who seeks an award from the District or its affiliated entities including a potential vendor or vendor's representative; and
- Any Board Member, Superintendent, Senior Staff Member, Principal, Department Head, Director, Manager, or other District employee who has influence in the evaluation or selection process;
- District Staff and District Consultants, including any employee of the District, any person retained by the District as a Consultant on the project, or any person having participated in the development, design, or review of documents related to the project;
- Any person who seeks an award from the District or its affiliated entities including a potential vendor or vendor's representative; and
- Any Board Member, Superintendent, Senior Staff Member, Principal, Department Head, Director, Manager, or other District employee who has influence in the evaluation or selection process;
- District Staff and District Consultants, including any employee of the District, any person retained by the District as a Consultant on the project, or any person having participated in the development, design, or review of documents related to the project;
- Members of the El Paso Independent School District's Selection/Evaluation Committee, whether District employees or outside experts appointed or selected by the District.
- Members of the El Paso Independent School District's Selection/Evaluation Committee, whether District employees or outside experts appointed or selected by the District.
- Any Board Member, Superintendent, Senior Staff Member, Principal, Department Head, Director, Manager, or other District employee who has influence in the evaluation or selection process;
- District Staff and District Consultants, including any employee of the District, any person retained by the District as a Consultant on the project, or any person having participated in the development, design, or review of documents related to the project;
- Members of the El Paso Independent School District's Selection/Evaluation Committee, whether District employees or outside experts appointed or selected by the District.

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Cone of Silence- Continued

Campaign contributions, gifts, donations, and any other items of value shall be prohibited between the parties defined above for any known contract under consideration during the cone of silence period.

The Cone of Silence shall not apply to communication with the District's Legal Services and Procurement Services staff. Such communications shall be limited to the purpose of obtaining clarification or information concerning the subject of the solicitation or conducting contract negotiations.

Nothing contained in District Policy shall prohibit any potential vendor or vendor's representative from:

- Making public representations at scheduled Pre-Bid Conferences or scheduled Selection and Negotiation Committee meeting;
- Engaging in contract negotiations during any scheduled meeting;

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Annual Solicitation Extensions

The District will no longer send letters requesting bid extensions. EPISD reserves the right to automatically extend the solicitation award at the discretion of the District. If a vendor no longer wishes to extend please send written notification 90 days prior to each annual expiration.

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Solicitation Acceptance

Have you read, understood, and accept the General Terms and Conditions, Request for Proposal Vendor Requirements, and Specifications contained herein, and do you further agree to abide and accept said General Terms and Conditions, Request for Proposal Vendor Requirements and Specifications? If you do not agree please state Deviations in the Deviations section of this RFP.

☐ Read and Accept ☐ Read and Do Not Agree

(Required: Check only one)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature