

# REQUEST FOR PROPOSALS:

Procurement of ½ Ton V-8 Engine Truck, Heavy Duty Cooling

RFP # 002-2024

Proposals are due by March 22, 2024 at 2:00 P.M.

Jim Hogg County Independent School District.  
210 W. Lucille  
Hebbronville, Texas 78361

Attn: Ernesto Perez

Any questions related to the proposal or requests for documents shall be directed to:  
Ernesto Perez, e-mail: [eperez@jhcisdpc12.org](mailto:eperez@jhcisdpc12.org) or phone 361-527-3203

The **Jim Hogg County Independent School District** is soliciting proposals from White ½ Ton V-8 Engine, Heavy Duty Cooling Truck dealerships for procurement of **One** White ½ Ton, V-8 Engine, Heavy Duty Cooling Truck with all manufacturer's standard features. The vehicle must at a minimum have the following: **Please see attachment:**

#### **GENERAL SPECIFICATIONS**

The vehicle to be furnished shall conform to all applicable Federal and Motor Vehicle Safety Standards and be the standard proven model of manufacturer's latest current production and include all standard equipment as advertised with additional optional equipment as outlined below. The vehicle shall include a valid Texas state inspection sticker as well as 30-day tags on delivery.

- A. Delivery: FOB Jim Hogg County Independent School District, [210 W. Lucille, Hebbronville, Texas 78361]
- B. Warranty: The warranty will start when the vehicle is put in service.
- C. Manuals: Each unit will be delivered with an Operator's Manual and a Maintenance and Parts Manual.
- D. Payment Terms: Payment will be processed when the unit is delivered and accepted by the District.
- E. Descriptive Literature: All proposers are required to furnish with their proposal all descriptive literature showing full illustrations and detailed manufacturer standard features on the item proposed.
- F. Proposal Price: All prices **MUST** be firm for a minimum of thirty (30) days from Proposal opening date.

#### **VEHICLE SPECIFICATIONS: WHITE, ½ TON, V-8 ENGINE, HEAVY DUTY COOLING**

**PLEASE SEE ATTACHMENT:**

#### **PROPOSAL REQUIREMENTS**

Proposals will be accepted only in the form prescribed herein and will become the contract if chosen after evaluation. The narrative format must be followed and placed in the proper sequence according to the prescribed form. Proposals shall be submitted in a sealed envelope. The face of the envelope must be clearly marked with the following:

**SEALED PROPOSAL - DO NOT OPEN**  
**VEHICLE PROCUREMENT: RFP No. 002-2024**

**Name of Vendor:** \_\_\_\_\_

All proposals received at or prior to such time will be opened and read aloud. The Board of Trustees plans to take action on proposals at the next regularly scheduled meeting after the proposal opening. The District reserves the right to reject any and all proposals and to waive any informality in proposals received. Proposals received after the deadline or faxed proposals will not be considered.

Proposals must be received by mail, overnight courier or hand delivery, by March 22, 2024, at 2:00 P.M. at the following location:

Jim Hogg County Independent School District

**[210 W. Lucille Hebbronville, Texas 78361]**

Bid Amount: \_\_\_\_\_

**PROPOSAL**

The proposal shall include the following and be submitted in the following order:

- I. Identifying Information: Proposing Organization, Mailing address, Telephone Number, Contact Person/Title, Telephone number and e-mail address.
- II. Proposal: Including an itemized cost of the specified vehicle, and an indication of what features, if any are standard or optional and the additional cost associated with the optional features. The proposal may include attachments including vehicle description, warranty, payment terms, delivery date and manuals.
- III. Attachments:
  - a. FELONY CONVICTION NOTIFICATION: Complete, sign and submit the Felony Conviction Notification Form, *RFP Attachment A*
  - b. ACKNOWLEDGMENT FORM NON-COLLUSION STATEMENT: Complete and submit the Acknowledgement Form - Non-Collusion Statement, *RFP Attachment B*.
  - c. SIGNATURE PAGE: Complete, sign and submit Signature Page, *RFP Attachment C*. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority.

## GENERAL CONDITIONS.

1. JHCISD is not responsible for any costs incurred by the Proposer for the preparation or distribution of the RFP.
2. Proposers or other authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications before submitting offers. Failure to do so will be at the Proposer's own risk.
3. *Conflicts of Interest.* In accordance with Chapter 176 of the Local Government Code, effective January 1, 2006, a person or entity who contracts or seeks to contract with JHCISD for the sale or purchase of property, goods, or services (as well as agents of such persons) are required to file a Conflict of Interest Questionnaire with the Records Administrator. Each covered person or entity who seeks to or who contracts with JHCISD is responsible for complying with any applicable disclosure requirements. The Conflict of Interest Questionnaire may be downloaded from the Texas Ethics Commission's website at [http://www.ethics.state.tx.us/whatsnew/conflict\\_forms.htm](http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm).
4. It is the policy of the JHCISD not to discriminate on the basis of sex, disability, race, color, or national origin in its educational programs and/or activities, nor in its employment practices.
5. All Proposers must execute the "Felony Conviction Notification", "Affidavit of Non-Collusion", and the "Conflict of Interest Questionnaire".
6. JHCISD reserves the right to select and award a contract based on the whole proposal, by each section, or by line item.
7. JHCISD may reject any or all portions of any proposal or reject all proposals and re-issue the RFP.
8. It is not the policy of the Jim Hogg County Independent School District to purchase on the basis of low proposals alone. In evaluating proposals submitted, the following considerations will be taken into account to determine the best value for Jim Hogg County Independent School District. In accordance with the requirements of Tex. Education Code, Sec. 44.031 (b) The following criteria will be used to evaluate the Proposals submitted:
  - a. Purchase Price.
  - b. The reputation of the vendor and of the vendor's goods and services.
  - c. The quality of the vendor's goods or services.
  - d. The extent to which the goods or services meet the District's needs.
  - e. The vendor's past relationship with the District
  - f. The impact on the ability of the district to comply with the laws and rules relating to historically underutilized businesses;
  - g. The total long term cost to the District to acquire the goods or services
  - h. Whether the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in Texas OR employs at least 500 persons in the state.

**Note: Confidentiality and Texas Public Information Act.** All proposals become the property of the District upon receipt and will not be returned. Any information deemed to be confidential by Proposer should be clearly noted on the page(s) where confidential information is contained; however, the District cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Proposer may not be considered confidential under Texas law, or pursuant to a Court order. Proposers including information it considers confidential in its proposal is encouraged to consult its attorney regarding protection of this information.

**RFP ATTACHMENT A  
FELONY CONVICTION DISCLOSURE STATEMENT**

Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator has been convicted of a felony. A notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

This notice is not required of a publicly-held corporation.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

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

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Authorized Company Official's Name (Please print)

- ☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.
- ☐ My firm is not owned or operated by anyone who has been convicted of a felony.
- ☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s) \_\_\_\_\_

Details of Conviction(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RFP ATTACHMENT B**  
**Affidavit of Non-Collusion, Non-Conflict of Interest, Anti-Lobbying**

By submission of this proposal, the undersigned certifies that:

1. Neither the proposer nor any of proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other proposer or potential proposer any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposal or the proposal of any proposal, and further states that no such money or other reward will be hereinafter paid.

2. No attempt has been or will be made by this company's officers, employees, or agents to lobby, directly or indirectly, the Jim Hogg County Independent School District Board of Trustees between proposal submission date and award by the Jim Hogg County Independent School District Board of Trustees.

3. No officer or stockholder of the proposer is a member of the staff, or related to any employee of the Jim Hogg County Independent School District except as noted herein below:

\_\_\_\_\_  
\_\_\_\_\_

4. The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the proposer as well as to any person signing in his/her behalf.

Signature/Title: \_\_\_\_\_

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

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

**RFP ATTACHMENT C.**

**SIGNATURE PAGE AND DECLARATION OF COMPLIANCE**

Check (✓) the box that indicates business structure of Proposer

☐ Individual/Sole Proprietorship ☐ Partnership or Joint Venture ☐ Corporation ☐ Other Entity (State Type) \_\_\_\_\_

The undersigned certifies that (s)he is \_\_\_\_\_ (title) of the Proposer entity named below; that (s)he is authorized to sign this Proposal Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity, if any, named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Proposal as required by this RFP, and has the requisite authority to execute an Agreement on behalf of Proposer, if awarded, and that the 11-digit Comptroller's Taxpayer Number for the entity, if any, is:

\_\_\_\_\_  
11-digit Comptroller's Taxpayer Number

\_\_\_\_\_  
Employer Identification Number

\_\_\_\_\_  
Proposer Organization Name

By: \_\_\_\_\_

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

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

By: \_\_\_\_\_

(If Proposer is a Joint Venture, an authorized signature from a representative of each party is required)

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

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

By signing this Signature Page and Declaration of Compliance, I do hereby declare that I have read the Request for Proposal on which our Proposal is submitted with full knowledge of the requirements, and do hereby agree to furnish all services in full accordance with the requirements outlined in the Request for Proposal.

By signing and executing this proposal, I further certify on behalf of my organization and represent to the Jim Hogg County Independent School District that Proposer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by TEXAS PENAL CODE ANN. § 218, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this proposal; the Proposer also certifies and represents that Proposer has not offered, conferred or agreed to confer a pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal; the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Jim Hogg County Independent School District concerning this proposal on the basis of any consideration not authorized by law; the Proposer also certifies and represents that Proposer has not received any information not available to other Proposer so as to give the undersigned a preferential advantage with respect to this proposal; the Proposer further certifies and represents that Proposer has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Jim Hogg County Independent School District in return for the person having exercised the person's official discretion, power or duty with respect to this proposal; the Proposer certifies and represents that it has not nor and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Jim Hogg County Independent School District in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal.