

WEATHERFORD INDEPENDENT SCHOOL DISTRICT
1100 Longhorn Drive
Weatherford, Texas 76086
Phone (817) 598-2801
Fax (817) 598-2917

REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL SERVICES
RFQ# 2014-AR

You are hereby invited by the Weatherford Independent School District to submit a request for qualifications for Architectural services. RFQ's will be accepted in the Business Office at the above address until the date and time shown below. The attached form must be used to record and submit your

NOVEMBER 5, 2013 2:00 P.M.

NAME OF VENDOR

PRINTED NAME & TITLE OF PERSON SUBMITTING PROPOSAL

SIGNATURE OF PERSON SUBMITTING PROPOSAL

MAILING ADDRESS

PHONE NUMBER

FAX NUMBER

THIS PAGE MUST BE COMPLETED AND SUBMITTED

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1. INSTRUCTIONS FOR SUBMISSIONS:

1.1 Submission of Qualifications:

- 1.1.1. In an effort to maintain fairness in this process, all inquiries concerning this procurement are to be directed only to the Weatherford ISD Business Office, in writing. Attempts to contact Weatherford ISD's Board of Trustee members, Superintendent of Schools, Deputy Superintendent, Assistant Superintendent, Directors, or other employees, regarding this RFQ during this period beginning with the issuance of this document through approval of award are strictly prohibited unless authorized by the Weatherford ISD Business Office. Any attempt by a firm or representative of the firm to contact or influence a member or members of the aforementioned, will be grounds to disqualify a firm from award for items or services on this RFQ.

Qualifications Contact

Emmett Whitefield Director of Accounting

E-mail: ewhitefield@weatherfordisd.com

Phone: (817) 598-2801

- 1.1.2. All addenda will be issued via the district website at www.weatherfordisd.com. All addenda, if required, will be posted on the aforementioned website by 2:00 P.M., Friday, November 1, 2013. It is the firm's responsibility to check this website for addenda postings prior to submitting responses. Firms finding errors, requests for additional information, omissions, or corrections that need to be made in these document specifications shall contact the Weatherford ISD Business Office in writing before 2:00 P.M. October 31, 2013. Written request shall be submitted via fax to 817-598-2917 or email to ewhitefield@weatherfordisd.com. **Responses will not be provided for questions received after the deadline.**
- 1.1.3 PLEASE PROVIDE THE ORIGINAL AND THREE COPIES. THE ORIGINAL SHALL BE MARKED "ORIGINAL" AND THE COPIES AS "COPY."
- 1.1.4 Hand-carried qualifications or qualifications submitted via carrier service are to be delivered to:

Weatherford ISD Business Office

1100 Longhorn Drive, Weatherford, TX 76086.

Qualifications submitted via the U. S. Postal Service are to be mailed to:

Weatherford ISD Business Office

1100 Longhorn Drive, Weatherford, TX 76086

Clearly mark all qualifications envelopes as instructed (#1.1.5. below).
Allow sufficient transit time.

****Delivery of qualifications envelope to other Departments within the Weatherford ISD is not considered as delivery to the Weatherford ISD Business Office.****

- 1.1.5. Once completed and signed, return your qualifications to the Weatherford ISD Business Office (as instructed above). Mark the package in the lower left hand corner as follows:

RFQ# 2014-AR Request for Qualifications-
Architectural Services

DUE: NOVEMBER 5, 2013 2:00 P.M. Local Time

- 1.1.6. Qualifications received at the Weatherford ISD Business Office after the time and date specified above will not be considered and will be filed unopened.
- 1.1.7. Qualifications must be submitted to the District in a sealed package. **DO NOT FAX OR EMAIL YOUR QUALIFICATIONS!**
- 1.1.8. Qualifications must be signed by an authorized individual to contractually bind their firm when submitting the qualifications. Failure to sign the qualifications will be considered as a “mistake in qualifications”, and the qualifications will be rejected as “non-responsive”.
- 1.1.9. Weatherford ISD is a public entity subject to the provisions of the Texas Public Information Act (Tex. Govt. Code Ch. 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. The firm must stamp in bold red letters the term "CONFIDENTIAL" or "PROPRIETARY" on every page of any part of a qualifications that the firm claims is confidential or proprietary. All qualifications and parts of qualifications that are not marked as confidential or proprietary will be considered public information after the contract is awarded. The District assumes no liability or responsibility for release of any information not properly marked.

In the event that the District receives a request for disclosure of material marked “confidential” or “proprietary”, the District may request an opinion from the Texas Attorney General concerning whether such material must be disclosed.

Copyrighted qualifications are unacceptable and will be disqualified as non-responsive.

- 1.1.10. The firm shall be responsible for any cost incurred in the preparation of qualifications and participation in the evaluation process. There is no expressed or implied obligation by Weatherford ISD to reimburse any individual or firm for any costs incurred in preparing or submitting qualifications, for providing additional information when requested by Weatherford ISD, or for participating in any selection demonstration/interviews, including discovery (pre-contract negotiations) and contract negotiations.

1.2. Award/Evaluation of Qualifications

- 1.2.1. The Weatherford ISD Board of Trustees reserves the right to accept or reject all or any part of any qualifications, waive minor qualifications formalities and award the qualifications deemed to be most advantageous to the Weatherford ISD.
- 1.2.2. The District reserves the right to award to a single firm, multiple firms, or in any combination.
- 1.2.3. Qualifications results will be presented to the Weatherford ISD Board of Trustees for consideration at the December 12th board meeting.
- 1.2.4. Upon notification of potential selections for award, the person or entity submitting these qualifications must give 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 this conviction of a felony (this requirement does not apply to a publicly held corporation).

2. CERTIFICATIONS

- 2.1 By signing this Request For Qualifications, the undersigned firm affirms that its company, corporation, firm, partnership or individual has not prepared this qualification in collusion with any other firm and that the contents of this qualifications as to terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this qualifications.
- 2.2 The person whose signature appears on the letter of intent of this Request For Qualifications hereby certifies (by signing this document) that the individual and/or firm on whose behalf this qualifications is submitted is **not** listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this qualifications.

- 2.3 By submitting a qualifications in response to this RFQ, all firms affirm that they have not given, nor intend to give, at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with this procurement.
- 2.4 By submitting a response to this request, firm represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at <http://www.weatherfordisd.com/home/index.php/2-uncategorised/37-about-the-wisd-board-of-trustees> & <http://www.weatherfordisd.com/home/index.php/departments/superintendent>. Failure to comply with this provision may result in the qualifications being considered non-responsive.

3. CONTRACT TERMS AND CONDITIONS

- 3.1 Length of this RFQ shall be for a maximum period of one (1) year from the date of the Board approval, with the option to renew annually for four (4) additional, one (1) year terms.
- 3.2 This Request for Qualifications and any resulting award(s) shall be interpreted within the laws of the State of Texas. Venue for any legal action filed relative to this Request for Qualifications or any resulting contract shall be in Parker County Texas.
- 3.3 In the event that any one or more of the provisions contained in this Request For Qualifications (or resulting contract) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request For Qualifications (or any resulting contract) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.
- 3.4 The Weatherford ISD reserves the right to cancel any contract resulting from this Request for Qualifications at any time, for any reason (or for no reason) with a thirty (30) day written notice to the firm(s). Firm may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the contractor(s) shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the firm's address appearing on the face of the Request For Qualifications (or as subsequently revised or changed). Any compensation due the contractor(s) will be limited to services performed and accepted by the District.

- 3.5 It is understood that in the performance of any services herein provided, for Contractor shall be, and is, an independent contractor, and is not an agent or employee of the District and shall furnish such services in its own manner and method, except as required by this contract. Further, Contractor has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Contractor in the performance of the services hereunder. Contractor shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

- 3.6 Any assignment by Firm of this contract or any part thereof without written consent of Weatherford ISD shall be void.

- 3.7 Firm agrees to indemnify and save harmless Weatherford ISD and all its officers, agents, employees acting in their individual and official capacity, and all entities, their officers, agents, and employees who are participating in this contract effort, from all suits, claims, actions, damages, demands or other demands of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligence act or fault of the Offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under any contract which may result from award. Firm shall pay any judgments with cost, which may be obtained against Weatherford ISD.

4. INSURANCE REQUIREMENTS

Firm will provide liability claim loss runs for the last five (5) years.

2013 _____
2012 _____
2011 _____
2010 _____
2009 _____

INSURANCE

The architect shall secure non-declining, non-expense within limits professional liability insurance in a minimum amount of \$1,000,000.00 from an insurer lawfully authorized to do business in the jurisdiction in which the Project is located and which shall apply to claims made with respect to this Project for negligent acts, errors or omissions of the architect, the

architect's consultants, and agents and employees of any of them, subject to the standard terms and conditions of such policies, as acceptable to and approved by the Owner's Project Representative.

The architect shall furnish to the Owner's Project representative copies of Certificates of such Project professional liability insurance. The costs and premiums for such insurance will be at the expense of the architect. In addition

the architect may be asked to provide the following insurance coverage in the following amounts:

The insurance required shall be written by an insurance company having an A VIII rating or better by A.M. Best and shall be written in limits for not less than the minimum required by law or the following:

1. Commercial General Liability (including Premises- Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):

(a) General Aggregate	\$2,000,000
(b) Products Comp/Ops.Aggregate	\$1,000,000
(c) Personal & Adv. Injury	\$1,000,000
(d) Each Occurrence	\$1,000,000
(e) Per Project Aggregate	\$2,000,000

2. Workers Compensation Coverage & Employers Liability:

(a) Each Accident	\$1,000,000
(b) Disease-Policy Limit	\$1,000,000
(c) Disease-Each Employee	\$1,000,000

3. Automobile Liability:

(a) Owned/Non-owned and Hired	\$1,000,000
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4. Excess/Umbrella Liability:

(a)	\$1,000,000
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5. Architects/Engineers Professional:

(a)	\$1,000,000
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An "Original Certificate of Insurance" will evidence compliance with the insurance requirements and must be submitted with the packet.

Other insurance requirement as agreed upon in the contract addendum for each individual project.

Firm shall not commence work under this agreement until satisfactory evidence of such insurance has been delivered to, and approved by the district.

Weatherford ISD Solicitation

1. Purpose of Solicitation

The Weatherford ISD is seeking qualified firms interested in contracting with the District to provide Architectural Services for a one (1) year period with an option of four (4) renewable years for a maximum of five-years (5). Actual contract terms and pricing will be negotiated with the selected firm(s) as projects become available.

2. Services Requested

Respondents to this RFQ shall identify their experience and qualifications to perform: Pre-Design Services; Site Analysis Services; Educational Programming Services; Schematic Design Services; Design Development Services; Pre-Bond Planning, Coordination & Public Relations; Prepare Contract Documents; Bidding Assistance; Contract Administration Services; Field Observation of Construction; Project Closeout Services; and Post Construction Services.

3. Procurement Process

A committee will review responses submitted. Based on the “Evaluation” and selection criteria described in this document, the committee will select no more than four (4) semi-finalists to be interviewed by the committee. The committee will bring the Board of Trustees a recommendation. If approved, the District will then begin contract negotiations. The Weatherford ISD may also determine that no responsive submittals have been received and reject all submittals.

Note: The District reserves the right to select multiple firms.

4. Evaluation Criteria

Qualifications of all firms will be evaluated using the following selection criteria.

1. Corporate Background and Experience **(1-20 points)**
2. Key Project Personnel **(1-15 points)**
3. Corporate Financial Qualifications **(1-10 points)**
4. Previous experience with North Texas and Metroplex school Districts **(1-20 points)**
5. Project Management Plan **(1-20 points)**
6. Pre-Bond Planning, Coordination and Public Relations **(1-15 points)**

RESPONDENT'S SUBMITTAL

Each firm shall organize the response in the order listed below and include the content as requested. This information will be used for the Evaluation Criteria previously listed. WISD reserves the right to reject as non-responsive any responses that do not contain the information requested and is not in order listed in this RFQ.

PLEASE PROVIDE THE ORIGINAL AND THREE COPIES. THE ORIGINAL SHALL BE MARKED "ORIGINAL" AND THE COPIES AS "COPY."

1. Corporate Background and Experience (1-20 points)

- ◆ Letter of intent shall be submitted with the qualifications and must be signed by an individual authorized to contractually bind the firm. Failure to provide the letter will be considered as "non-responsive".
- ◆ List of firm owner(s).
- ◆ Describe your firm's organizational structure, including any limited partnerships and how they are applied to this proposed project.
- ◆ How many years has your firm been in business under its present name?
- ◆ Indicate all other names by which your firm has been known and length of time known by each name.
- ◆ Include the address of your firm's Web site, if applicable.
- ◆ List any past or present litigation, judgments, claims, or arbitration / mediation.
- ◆ List any contracts terminated prior to completion.
- ◆ List all services your firm performs with your own employees.
- ◆ Identify services usually subcontracted to other firms

2. Key Project Personnel (1-15 points)

Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

- ◆ Professional resumes for key personnel and their responsibilities for the duration of the contract. Indicate the education and professional licensing of each person as it relates to this project.
- ◆ Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.
- ◆ Provide an organizational chart that clearly describes your firm's project organization with supervisory reporting.
- ◆ Provide a statement regarding your commitment to keeping the same personnel in all phases of the project.

3. Corporate Financial Information (1-10 points)

Firm will provide the corporate Dunn and Bradstreet number to facilitate the district ordering the appropriate reports for review. In addition, firms may provide other financial documents which provide evidence of financial stability. Firms **choosing** to submit audited financial statements should provide audited financial statements including income statement, balance sheets and statements of changes for five (5) most recently completed fiscal years. If audited financial statements are not available, provide evidence of the level of third party review of the financial statements. Providing just a balance sheet does not meet this criterion. Firms may also provide documenting source(s) and levels of financing (e.g. a letter from a financial institution describing a relationship with the Firm).

4. Previous Experience with Other North Texas Metroplex School Districts (1-20 points)

Firm will provide five (5) K – 12 educational project references and three (3) current clients and projects.

5. Project Management Plan (1-20 points)

Include a plan describing how your firm will manage the areas identified below. Describe the processes that will be used for the assignment of tasks, project scheduling, and budget control. Provide specific information on management of the following project phases:

- District-wide Facilities Conditions Assessment
- Master Facility Plans
- Feasibility Studies
- Site Planning
- Civil Engineering
- Landscape Design
- Structural Engineering
- MEP Engineering
- Interior Design
- Technology Infrastructure Design
- Communication Systems Design
- Acoustical Evaluation
- Energy Audits
- Environmental / hazardous materials inspections
- Life Safety System
- Americans with Disabilities Act audit/review ADA
- Bond Issue Assistance

6. Pre-Bond Planning, Coordination and Public Relations (1-15 points)

Describe all of the services that you provide to assist a district in surveying, collecting data, forming and communicating a proposed bond package.

REQUEST FOR SPECIFIC INFORMATION / QUALIFICATIONS

A. Breakdown of firm personnel:

Closest office to WISD _____ (City, State)_____ (Miles from WISD)

Enter number of personnel for each category.

Architects ___ Engineers ___ Interns ___ Field Observers _____ Admin. _____

Who will be your day to day designated representative assigned to WISD?

Please attach resume for this person.

Who is the senior member of the firm assigned to WISD?

Please attach resume for this person.

B. Who would your firm propose as a consultant(s) for the following areas and how long has your firm worked with these consultants? (Only Applicable if services are not performed by the firm)

1. Structural _____

2. MEP _____

3. Landscaping _____

4. Acoustical _____

5. Civil _____

6. Traffic Engineer _____

7. Technology Design _____

8. Security Design _____

9. Roof _____

10. Other (please specify) _____

C. List all services your firm proposes to provide the District as part of the basic services.

Check the services that your firm provides and whether included in the basic services or available for an additional fee.

	Basic	Additional
District-wide Facilities Conditions Assessment	_____	_____
Master Facility Plans	_____	_____
Feasibility Studies	_____	_____
Pre-Bond Planning, Coordination, & Public Relations	_____	_____
Site Planning	_____	_____
Civil Engineering	_____	_____
Landscape Design	_____	_____
Structural Engineering	_____	_____
MEP Engineering	_____	_____
Interior Design	_____	_____
Technology Infrastructure Design	_____	_____
Communication Systems Design	_____	_____
Acoustical Evaluation	_____	_____
Energy Audits	_____	_____
Environmental / hazardous materials inspections	_____	_____
Life Safety System	_____	_____
Americans with Disabilities Act audit/review ADA	_____	_____
Bond Issue Assistance	_____	_____

D. Does your firm furnish educational specifications / program designs, as part of your basic services, to the District in a complete, bound document form? Is this part of your firms “basic services”?

Yes _____ No _____

E. Describe the manner in which your firm will work with the District to define the educational specification / program and to create the design.

F. Other advantages offered by your firm that would be of benefit to the District.

G. Describe technology expertise and experience your firm offers.

H. CAD CAPABILITIES

What percentage of construction documents are produced on CAD? _____

At the project's conclusion, will your firm transmit to the District drawings and specifications for the District's use?

Yes_____ No _____ In AutoCAD format: Yes_____ No_____

Would your firm grant the District the license to reproduce any and all documents, including drawings and specifications, for the purpose of future maintenance of the building, future alterations to the building or future additions to the building by another architect, assuming the architect for the addition would be liable for their addition?

Yes_____ No _____

I. PROFESSIONAL LIABILITY INSURANCE

Provide insurance agency name and contact information_____

Describe limits per project, limits in aggregate and deductible_____

Describe your firm's loss ratio for the last five (5) years_____

J. CLAIMS LOSS HISTORY

Firm will provide liability claim loss runs for the last five (5) years.

2013 _____
2012 _____
2011 _____
2010 _____
2009 _____

K. EXPERIENCE PROFILE

List the total number of projects for the last five (5) years, including renovations and additions.

Project Type	New Construction	Renovation / Addition
Elementary Schools	_____	_____
Middle Schools	_____	_____
High Schools	_____	_____
Administrative/ Support Facilities	_____	_____

Athletic facilities /
Gyms / Field houses _____

Auditoriums _____

Specialized educational facilities (any educational facility not listed above)

State number of firm's K-12 projects and school construction dollars for each of the following years:

2008 _____ \$ _____ 2011 _____ \$ _____

2009 _____ \$ _____ 2012 _____ \$ _____

2010 _____ \$ _____ 2013 _____ \$ _____

L. PROJECT REFERENCES

List five (5) completed K-12 educational projects that would be representative of your firm's work and services provided within the past 5 years. Include the construction method such as, Construction Manager-At-Risk, Construction Manager-Agent, Competitive Sealed Proposal etc. utilized for each project and the name of the construction firm or agent.

1. Project _____

Construction Delivery Method, Firm & Contact

District _____

Contact person / Title _____

Phone number _____

Project Description _____

Original Contract Sum _____

Final Contact Sum _____

Principal-in-Charge _____

Project Architect / Manager _____

2. Project _____

Construction Delivery Method, Firm & Contact

District _____

Contact person / Title _____

Phone number _____

Project Description _____

Original Contract Sum _____

Final Contact Sum _____

Principal-in-Charge _____

Project Architect / Manager _____

3. Project _____

Construction Delivery Method, Firm & Contact

District _____

Contact person / Title _____

Phone number _____

Project Description _____

Original Contract Sum _____

Final Contact Sum _____

Principal-in-Charge _____

Project Architect / Manager _____

4. Project _____

Construction Delivery Method, Firm & Contact

District _____

Contact person / Title _____

Phone number _____

Project Description _____

Original Contract Sum _____

Final Contact Sum _____

Principal-in-Charge _____

Project Architect / Manager _____

5. Project _____

Construction Delivery Method, Firm & Contact

District _____

Contact person / Title _____

Phone number _____

Project Description _____

Original Contract Sum _____

Final Contact Sum _____

Principal-in-Charge _____

Project Architect / Manager _____

M. CURRENT CLIENTS AND PROJECTS

List three (3) of your current K-12 school district clients whose projects reflect the scope of your present workload.

1. Project _____

District _____

Contact person / title _____

Phone number _____

Project Description _____

Services Provided _____

2. Project _____

District _____

Contact person / title _____

Phone number _____

Project Description _____

Services Provided _____

3. Project _____

District _____

Contact person / title _____

Phone number _____

Project Description _____

Services Provided _____

N. LIST THE NUMBER OF CURRENT ONGOING PROJECTS.

Number of Educational projects in progress _____

Number of Other projects in progress _____

O. PLEASE ATTACH A BROCHURE OR MATERIAL THAT DESCRIBES EXAMPLES OF YOUR FIRM'S RELEVANT PROJECTS.

Provide sample cost estimate prepared during design phase of the project and a sample of final cost estimate of same project.

Provide a sample schedule.

P. POST CONSTRUCTION SERVICES

Describe your firm's warranty phase services and procedures.

**WEATHERFORD INDEPENDENT SCHOOL DISTRICT
1100 LONGHORN DRIVE
WEATHERFORD, TEXAS 76086**

CERTIFICATE OF RESIDENCY

The state of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for the Weatherford Independent School District to determine the residency of its offerors or bidders. In part, this law reads as follows:

“Section:2252.001

(3) ‘Non-resident bidder’ refers to a person who is not a resident.

(4) “Resident bidder’ refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident bidder underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I certify that _____
(Name of Company Bidding)

is, under Section: 2252.001 (3) and (4), a
_____ Resident Bidder _____ Non-resident Bidder

My or our principal place of business under Section: 2252.001 (3) and (4), is in the city of _____
_____ in the state of _____

(a) Does your “resident state” require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? Yes___No___

(b) If yes, what is that amount or percentage? _____

Signature of Authorized Company Representative

Printed Name of Authorized Company Representative

Title/Position with company Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED

**WEATHERFORD INDEPENDENT SCHOOL DISTRICT
1100 LONGHORN DRIVE
WEATHERFORD, TEXAS 76086**

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, 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 a person or an owner or operator of the business entity has been convicted of a felony. This notice must include a general description of the conduct resulting in the conviction of a felony.

NOTE: 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 convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

Authorized Company Official's Name (printed): _____

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

Signature of Company Official: _____

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

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction: _____

Signature of Company Official: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED

**WEATHERFORD INDEPENDENT SCHOOL DISTRICT
1100 LONGHORN DRIVE
WEATHERFORD, TEXAS 76086**

PROCUREMENT

Certification Regarding Lobbying:

Applicable in Grants, Sub-grants, Cooperative Agreements, and Contracts, Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, and U.S. code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid by or of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of congress, or an employee or a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, a “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigns shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-receipts shall certify and disclose accordingly.

Name of Organization: _____

Address of Organization: _____

Name and Title of Submitting Official: _____

Signature: _____ Date: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED

PROCUREMENT

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

The disclosure form shall be completed by the reporting entity, whether sub-awardees or prime Federal recipient, at the initiation or receipt of a covered Federal action, or material change to a previous filing, pursuant to title 31 U.S. Section 1352. A filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal Action.
2. Identify the status of the covered Federal Action.
3. Identify the appropriation classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal Action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification Reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards included but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal Agency making the award or loan commitment.
7. Enter the Federal program name or description for the covered Federal action (item 10. If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in the item 1 (e.g., Request for Proposal (RFP) number, Invitation to Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal Action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from (10 a) Enter the Last Name, First Name, and Middle Initial (MI).
10. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative.
11. Check the appropriate box(es). Check all boxes that apply. If payment made through an in-kind contribution, specify the nature and value of the in-kind payment.
12. Check the appropriate box(es). Check all that apply. If other, specify nature.
13. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify Federal Official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
14. Check whether or not a SF-LLL-A-Continuation Sheet(s) is attached.
15. The certifying official shall sign and date the form print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimates or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paper Work Reduction Project (0348-0046), Washington D.C. 20503.

EXHIBIT C-2

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See next page for public burden disclosure.)

Approved by OMB
0348-0046

<p>1. Type of Federal Action:</p> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<p>2. Status of Federal Action:</p> <input type="checkbox"/> a. bid / offer / application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<p>3. Report Type:</p> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:</p> <p>Congressional District, if known: _____</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known: _____</p>
<p>6. Federal Department / Agency:</p>	<p>7. Federal Program Name / Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p> <p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF—LLL-A, if necessary)</p>		
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
<p>12. Amount of Payment (check all that apply):</p> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____	<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including Officer(s), Employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF—LLL-A, if necessary)</p>	
<p>15. Continuation Sheets(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information requested through this form is authorized by article 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U. S. C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date _____</p>
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form-LLL</p>

THIS PAGE MUST BE SIGNED AND COMPLETED

VENDOR CODE OF ETHICS

All purchasing activities within the Weatherford Independent School District support the District’s mission, vision and values.

MISSION

The mission of the Weatherford ISD is to teach, challenge, and inspire each student in a safe, nurturing environment to succeed in the global community.

VISION

WISD will be the world-class district of choice.

VALUES

We value and respect all students, employees, parents, partners, and our community.

We demonstrate visionary leadership.

We engage in and promote personal and organizational learning.

We make data-driven decisions.

We practice ethical behavior and personal integrity.

Through the Business Office, Weatherford ISD is committed to a procurement process that fosters fair and open competition, conducts business under the highest ethical standards and provides timely products and services in the most efficient manner possible. In order to ensure the District’s procurement process is consistent with the mission, vision, and values of the District, Weatherford ISD promotes the following vendor code of ethics:

- Weatherford ISD vendors are expected to provide the highest level of ethics and service in all business facets which include products, services, delivery, administration, and customer service.
- Vendor records must accurately record all financial transactions with Weatherford ISD in the vendor’s finance system.
- Vendors will submit timely, accurate, and appropriate invoices for goods or services performed in accordance with an official district purchase order or appropriately executed contract.
- Vendors will not engage in unscrupulous practices or misrepresentations.
- Vendors shall be courteous, considerate, prompt, and professional during all interactions with employers, employees, suppliers and the general public.
- Vendors shall make every reasonable effort to negotiate an equitable, timely, and mutually agreeable settlement of any disputes with Weatherford ISD.
- Vendors will not offer school district officials and employees any gift of value.

By Signing this form the vendor has read and acknowledges the District’s mission, vision, and values and agrees to conduct business according to the vendor code of ethics as described above.

Name of Organization

Authorized Signature

Date

Weatherford Independent School District does not discriminate against persons because of race, creed, national origin, age, sex, disabilities, economic status or language disability in employment, promotion or educational programming. Any complaints or grievances which cannot be solved at campus level through the principal may be submitted in writing to Tracy Ray, Assistant Superintendent, 1100 Longhorn Dr, Weatherford, TX 76086.

THIS PAGE MUST BE COMPLETED AND SUBMITTED

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. 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). 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. 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>	<p>OFFICE USE ONLY</p> <hr/> <p>Date Received</p>
<p>1 Name of person who has a business relationship with local governmental entity.</p>	
<p>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.)</p>	
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <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> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <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> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <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> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
<p>4</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>	

THIS PAGE MUST BE COMPLETED AND SUBMITTED

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number : : :	OR
Employer identification number : : :	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

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U. S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension 7CFR Part 3017, Section 3017.510, Participant's responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is being presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project

Name of Authorized Representative

Title

Signature

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL

CLEAN AIR AND WATER ACT

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S.C. 1857(h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB circular a-102.

Attachment O, Paragraph 14 (1) regarding violations to the grantor agency and to the United States Environment Protection Agency assistant Administrator for the Enforcement.

Potential Vendor Name: _____

Title of Authorized Representative: _____

Mailing Address: _____

Signature: _____

Printed Name: _____

Date: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL

**NON-DISCRIMINATION STATEMENT
EQUAL EMPLOYMENT OPPORTUNITY**

Any proposers shall be in compliance with the Executive Order 11246, entitled “ Equal Employment Opportunity” as amended By the Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part 60). During the performance of this contract, the vendor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital status, handicapping condition, or political belief.

In accordance with Federal Law and U.S. Department of Agriculture policy, Weatherford I.S.D. is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC, 20250-9410 or call 1-(800) 795-3272 or 1-(202) – 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Name of Company: _____ Date: _____

Signature: _____ Title: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL