

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

**REQUEST FOR QUALIFICATIONS FOR
ROOFING CONSULTANT**

You are hereby invited by the Weatherford Independent School District to submit a Request for Qualifications for a contract to provide Roofing Consultant Services for a five year plan for replacement and repairs of district facilities. Which 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 proposal.

NOVEMBER 7, 2013 10:00 A.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

BID / CSP RESPONSE CHECK LIST

To be considered a responsive Bid / CSP, all pages requiring signature (including but not limited to Execution of Offer, Certificate of Residency, Felony Conviction Notification, Vendor Code of Ethics, Conflict of Interest Questionnaire, W-9, and Certification Regarding Debarment & Suspension), the Cover Page and Section 4, Section 5, Section 7, Insurance Agent Affidavit, and the Inter-local Agreement Clause must be completed with all requested information, **SIGNED** and **RETURNED** sealed in an envelope or other appropriate package adequate to conceal and contain the contents prior to the bid / CSP date and time.

Please verify that the documents listed below have been completed, signed and included in your bid / CSP prior to submittal. **Failure to return these documents may cause you bid / CSP to be rejected.**

- _____ Completed – Bid / CSP Response Checklist
- _____ Completed – Cover Page (page 1)
- _____ Completed – Envelope(s) Labeled per Instructions to Respondents (page 4)
- _____ Completed – Evaluation Criteria (pages 14-15)
- _____ Completed – Execution of Offer (page 17)
- _____ Completed – Vendor References (page 18)
- _____ Completed – Certificate of Residency (page 19)
- _____ Completed – Felony Conviction Notification (page 20)
- _____ Completed – No Bid Notification (page 21)
- _____ Completed – Certification Regarding Lobbying (page 22)
- _____ Completed – Disclosure of Lobbying Activities (page 24)
- _____ Completed – Vendor Code of Ethics (page 25)
- _____ Completed – Conflict of Interest Questionnaire (page 26)
- _____ Completed – W-9 Form (page 27)
- _____ Completed – U.S. Department of Agriculture (page 28)
- _____ Completed – Clean Air Act (page 29)
- _____ Completed – Non-Discrimination Statement Equal Employment Opportunity (page 30)

THIS PAGE MUST BE COMPLETED AND SUBMITTED

**WEATHERFORD INDEPENDENT SCHOOL DISTRICT
1100 Longhorn Drive
Weatherford, Texas 76086**

NOTICE TO ROOFING CONSULTANT

Weatherford Independent School District is soliciting a Request for Qualifications for a Roofing Consultant as specified on the attached pages. Sealed Request for Qualifications will be accepted by Weatherford Independent School District until 10:00 AM on November 7, 2013, at which time they will be opened and read aloud as to who submitted a quotation. No discussions will be disclosed or allowed at the opening of this Request for Quotation. Quotations for Qualifications may be submitted on any or all items, unless stated otherwise. Any reference in this bid document to the "district" or "WISD" shall mean Weatherford Independent School District.

Any Request for Qualifications for Roofing Consultant received later than the specified time, whether delivered in person or mailed shall be disqualified. All Request for Qualifications must be delivered on a hard copy; **facsimile (Fax) or electronic bids or are not accepted** by Weatherford Independent School District. Each bid should be sealed in a separate envelope. Your sealed quotation should be clearly marked "**Roofing Consultant**" and delivered or mailed to the following:

Mail to:

Business Office/Purchasing
Weatherford Independent School District
1100 Longhorn Drive
Weatherford, TX 76086

Hand deliver to:

Business Office/Purchasing
Weatherford Independent School District
1100 Longhorn Drive
Weatherford, TX 76086

Any questions pertaining to the bid procedure should be directed to Emmett Whitefield, Weatherford ISD Business Office, 1100 Longhorn Drive, Weatherford, Texas 76086, telephone 817-598-2801, Fax 817-598-2917. Any questions pertaining to this request should be directed in writing to Mr. Emmett Whitefield at ewhitefield@weatherfordisd.com or by fax to 817-598-2917.

Weatherford Independent School District reserves the right to increase or decrease quantities. Quantities herein are based on budget forecasts and are therefore subject to change. Weatherford ISD reserves the right to reject any or all submittals, accept submittals deemed most advantageous to the school district and to waive any technicalities in formal process of acquiring a Roofing Consultant.

WISD accepts no financial responsibility for any costs incurred by any Respondent/Vendor in the course of responding to this Request for Qualification..

SCOPE OF WORK

Weatherford ISD has eleven campuses and six administration buildings.

Each Respondent agrees to hold their offer open for acceptance by Weatherford ISD for no less than ninety (90) days from the deadline date and time for bid submission.

The term of coverage will be from **November 15, 2013** (or written notification of award if after that date) through **November 14, 2014**, the district reserves the right to extend the contract for up to five (5) additional years in one-year increments. WISD reserves the right to terminate the contract at the end of any term. The contract will automatically renew annually for the option period unless the awarded vendor(s) or WISD provides written notification 90 days prior to contract expiration stating they do not want to renew. Any increase in cost cannot exceed the annual CPI-U (U.S. City average for all U.S. items) as identified by the U.S. Department of Labor, Bureau of Labor Statistics for last printed CPI for the twelve month period preceding the renewal request. If the CPI increase is to be exercised, notification must be submitted within the same 90 day timeline.

INSTRUCTIONS

1. **An original and one (1) copy of the forms**, typewritten or printed/written in ink, must be submitted to Weatherford Independent School District, 1100 Longhorn Drive, Weatherford, Texas 76086. The copy of the Request for Qualifications must be stamped “**copy**”. The submittal must be properly labeled on the **OUTSIDE** of the envelope as follows:

REQUEST FOR QUALIFICATION ENVELOPES SHALL BE PLAINLY MARKED

SEALED QUALIFICATIONS FOR: Roofing Consultant	
QUALIFICATION NO:	2014-RC
DUE DATE & TIME:	November 7, 2013 @ 10:00 A.M.

2. The Respondent must give full firm name and address. Failure to manually sign offer will disqualify it.
3. Read and comply as applicable with all terms and conditions.
4. It is the Respondents responsibility to have the qualification correctly mailed or delivered and in the Business Office by the specified date and time for opening. At the deadline date and time the names of the Respondents will be read aloud. No information will be disclosed.
5. Erasures, interlineation or other modifications in the qualifications must be initialed by a person authorized to sign the offer.
6. A Purchase Order is required for every purchase. A separate invoice shall be issued for each assigned service or commodity and no payment will be made prior to completion of services or delivery of commodity. Payment shall be made subject to the policies of WISD.
7. Periods of time, stated as days, shall be calendar days.
8. It is the responsibility of the Respondent to examine the entire package, seek clarification of any item or requirement that may not be clear to them, and check all responses for accuracy before submitting a response.
9. Awards shall be made with reasonable promptness to the Respondent(s) whose qualifications best conforms to the invitation and will be the most advantageous to WISD with respect to conformity to the specifications and other factors. Other factors to be considered may include but are not limited to, company’s past performance on other contracts with WISD.
10. WISD notwithstanding any other provision of the Request for Qualification (including all attached documents), expressly reserves the right to:
 - A. Waive any informality in any procedure.
 - B. Reject any or all submittals
 - C. Re-issue a Request for Qualification
11. A response to a Request for Qualification is an offer by a Respondent to contract with WISD based upon the terms, conditions and specifications contained in WISD’s invitation. Respondent’s submittal do not become contracts unless and until they are accepted by the Board of Trustees of WISD or in accordance with the District procurement rules.
12. Weatherford ISD assumes no financial responsibility for any costs incurred by any Respondent’s in the course of responding to a Request for Qualification.

GENERAL TERMS AND CONDITIONS:

- 1.1.0 **APPLICABILITY** - These conditions are applicable and form a part of the contract documents in each equipment and/or services contract and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and forms issued herewith.
- 1.2.0 **WITHDRAWAL OF QUOTATION** - Any Request for Qualification may be withdrawn in writing prior to the date and time set for receipt. Request for Qualifications not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the commodity or service set forth in the attached specifications, or until a selection has been made by WISD.
- 1.3.0 **SPECIFICATIONS** – May be those developed by the using department or by the manufacturer to represent items of regularly manufactured products.
 - 1.3.1 **DISTRICT SPECIFICATIONS** – have been developed by the using department to show minimal standards as to the usage, materials, and contents based on their needs.
 - 1.3.2 **MANUFACTURER’S SPECIFICATIONS** (Design Guide) – when used by the District are to be considered informative to give the offeror information as to the type and kind requested on any reputable manufacturers regularly produced product of such items similar and substantially equivalent will be considered.
- 1.4.0 **FORMS** - Deviations to any conditions and/or questions shall be conspicuously noted in writing by the Respondent’s and shall be included with the submittal. All Requests for Qualifications shall be submitted on the form(s) provided herein. Each Request for Qualification is to be signed by a company representative duly authorized to bind the business for obligations stated herein. The omission of such **signature will be just cause for rejection.**
- 1.5.0 **SEALED ONLY: Faxed or Electronic Documents** will not be accepted by WISD since the fax or electronic process does not provide for delivery of a sealed process.
- 1.6.0 **ADDENDA** – If necessary, will be posted by WISD on the district web site.
- 1.7.0 **CONTRACTS** – Contracts for purchases will be put into effect by means of a purchase order after the Request for Qualifications has been awarded. No contract exists without a properly drawn purchase order and the District assumes no responsibility for deliveries unless such a purchase order exists.
- 1.8.0 **TERMINATION OF CONTRACT** – It is understood that the District retains the option to terminate this contract at the end of each contract year without pecuniary risk or penalty or at any point during the contract term with evidence of just cause. The termination will become effective and the contract shall terminate thirty (30) days following written notification of intent.
- 1.9.0 **FUNDING OUT/NON-APPROPRIATION OF FUNDING** – No term contract or agreement may exceed a period of one (1) year from the approved contract date without specific authorization of the Weatherford I.S.D. Board of Trustees. Should funding for the continuance of this contract be withdrawn by the Board, the District retains the right to terminate the agreement in accordance with the termination provision stated herein and without pecuniary risk or penalty. Renewal of contracts will be in accordance with Local Government Code 271.903.
- 1.10.0 **UNIFORM COMMERCIAL CODE** - All contracts and agreements between merchants and the Weatherford Independent School District shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended.
- 1.11.0 **TITLE AND RISK OF LOSS** - The title and risk of loss of the goods shall not pass to Buyer until Buyer actually receives and takes possession of the goods at the point or points of delivery. Weatherford ISD will not accept responsibility for processing freight damage claims occurring prior to receipt, including concealed damage of goods.

- 1.12.0 **GUARANTEE/WARRANTY** -The Respondent's shall warrant work performed and materials installed for a minimum period of one (1) year from the date of final acceptance by the owner. Warranty conditions for all supplies and/or equipment shall be considered manufacturer's minimum standard warranty unless otherwise agreed to in writing. Respondents must provide a detailed Statement of Guarantee, Replacement Policy and Refund Policy. Respondents shall guarantee all equipment and materials to meet the specifications of this Request for Qualifications. Any deviation from specifications must be so noted on the form provided.

The Respondents shall provide warranty information and/or company guarantees concerning the products proposed. All merchandise that is received and found to be defective shall be replaced by the Respondents firm, company or corporation at their expense or fully repaired to the complete satisfaction of the District before payment is made.

1.13.0 **EVALUATION CRITERIA**

- 1.13.1 **State Sales Tax Exemption** – The Weatherford Independent School District is exempt from taxation on materials under the Texas Limited Sales, Excise and Use Tax on any purchase, lease, or rental of tangible personal property, and will issue certificates of exemption from the Texas State Sales Tax on materials furnished by contractors on school construction projects. Therefore, all Respondents are instructed not to include the Texas State Sales Tax in their submittal.
- 1.13.2 **Percentage Rates** – All percentage rates shall remain firm for the term of the contract unless otherwise specified.
- 1.13.3 **Payment Procedure** – Payment policies and percentage rates per project must be detailed in this document when Respondent has been approved by the Board of Directors. Any policy, percentage rate, handling charge, delivery charge, or any other fee not detailed in this document will in no case be the responsibility of the Weatherford Independent School District.

- 1.14.0 **BID SURETY** - In compliance with Article 5160, V.A.T.S. and Government Code 2253.021, all contracts in excess of \$25,000 for the construction, alteration or repair of public buildings shall require of the successful vendor payment bonds in the full amount of the contract. In addition, performance bonds shall be executed when such contracts exceed \$100,000. Such binding shall be executed by a corporate surety duly authorized to do business in the state of Texas and be payable to the Weatherford Independent School District. For all bonds in excess of \$100,000 the surety must hold a Certificate of Authority from the United States Treasury or have reinsurance for liability in excess of \$100,000 from a U.S. Treasury listed insurer. Bonds, if required, will be referenced in Section 2.0.0 Statement of Work / Special or Technical Terms and Conditions.

- 1.15.0 **PERMITS, FEES AND PUBLIC PROPERTY** -Where applicable, Respondent, firm company, or corporation shall be responsible for all permits and fees, and shall be responsible for highway fees for damage to sidewalks, streets or other public property or to any public utilities. The Respondent shall provide engineer certified drawings for the school district and all agencies requiring permits including, but not limited to the City of Weatherford, and all applicable fire marshals.

- 1.16.0 **SITE EXAMINATION** - All Respondents are encouraged to visit the construction/installation site prior to submitting a Request for Qualification. **Failure to visit the site or to attend any scheduled pre-scheduled conference will not relieve Respondents of responsibility for unforeseen difficulties encountered during installation or construction.**

- 1.17.0 **OPERATION HOURS** - Generally District facilities are available for deliveries from 8:30 a.m. until 3:00 p.m. Monday-Friday, excluding District observed holidays. Facilities do from time to time remain open beyond normal staffing hours due to special functions. Respondents are allowed to work additional hours provided that the building is staffed. Hours other than those previously mentioned are negotiable, however, should any facility remain open beyond normal or special staffing hours, all costs associated with the extended hours will be solely at the expense of the Respondent.

- 1.17. A **TEXAS LAW** - requires that public works over \$8,000.00 be conducted under the supervision of an Engineer and over \$100,000.00 with an Architect.

- 1.18.0 **CONTRACTS** – The District reserves the right to utilize other District contracts, State of Texas Contracts, contracts awarded by other governmental agencies, other school boards, or cooperative agreements in lieu of any offer received or award made as a result of this proposal, if it is in the best interest of the District to do so.
- 1.19.0 **CONSULTANT/RESPONDENT NON-PERFORMANCE** – If at any time, the Respondent fails to fulfill or abide by the terms and conditions or specifications of the contract, WISD reserves the right to:
- 1) purchase on the open market and charge the Respondent, firm company, or corporation the difference between contract price and actual purchase price on the open market. (UCC)
 - 2) deduct such charges from existing invoice totals currently due
 - 3) cancel within thirty (30) days written notification of intent and remove the Respondent, firm, company or corporation from the active vendor file for a period of time not less than one (1) year
 - 4) re-submit the service/product
 - 5) award to next lower responsible Respondent, firm, company or corporation, if accepted by same
 - 6) recover incidental and consequential damages
- 1.20.0 **ASSIGNMENTS AND SUBCONTRACTING** – No part of this order may be assigned or subcontracted without the prior written approval of WISD. Payment can only be made to the supplier named in this order.
- 1.21.0 **CONFIDENTIAL OR TRADE SECRETS (Government Code, Article 252.049)** – If any of the information is considered to be confidential or a trade secret belonging to the offeror and, if released would give advantage to a competitor or offeror, that information should be clearly marked **“CONFIDENTIAL – DO NOT DUPLICATE WITHOUT PERMISSION”**.
- 1.22.0 **DISCLOSURES – Respondents, firms, companies, or corporations** shall note any and all relationships that might be a conflict of interest and include such information with the Request for Qualifications.
- 1.23.0 **SAMPLES** – When called for, samples shall be submitted per instructions set forth in the Special Terms and Conditions. Samples shall be submitted free of charge to the District. Samples should be tagged with the Respondents name and address. If samples are not used or destroyed in testing, they shall be claimed with thirty (30) days of the opening date or they will become the property of WISD.
- 1.24.0 **COPYRIGHT/TRADEMARK/PATENT** – In the event any article to be sold or delivered hereunder is covered by any patent, copyright, trademark, or application therefore, the seller shall indemnify and hold harmless the District from any and all loss, cost expenses and legal fees on account of any claims, legal actions or judgments on account.
- 1.25.0 **PUBLIC INFORMATION ACT** – Weatherford Independent School District is a public entity subject to the provisions of the Texas Public information Act (Texas Government Code Chapter 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted exceptions from public disclosure under such Act. Respondents, firms, companies, or corporation should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other confidential or proprietary information before responding to this invitation. The district assumes no liability or responsibility for release of any information not properly identified and documented in accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form. The District assumes no liability or responsibility for the release of any information that the Texas Attorney General or court of law determines to be subject to release.

1.26.0 **INSURANCE** – The awarded Respondents, firms, companies, or corporations shall protect, defend, save harmless, and indemnify, the Owner, its employees, Owner’s architect, and the public from any claims, demands, or expense on account of any injury, alleged or real, to persons, or damage, alleged or real, to property arising out of anything done or omitted to be done under this contract, by the Respondent, firm, companies, or corporations or any Sub-contractor, or anyone directly or indirectly employed by either of them. Insurance shall be underwritten by a company rated not less than B+ VII in Best’s latest published guide.

Note: Awarded Respondent(s) shall provide all documents requested, including all insurance requested below prior to work being performed. Documents will be required within five (5) working days after notification of award.

Amount of policies of insurance shall be within limits no less than those stated hereinafter or required by law:

Types of Insurance

Limits of Liability

a. Worker’s Compensation	As statutory provisions require in the State of Texas
b. Comprehensive or Commercial General	
1. Bodily Injury and Property Damage Combined	\$500,000 each occurrence
2. Products/Completed Operations	\$600,000 Aggregate
3. Fire Damage, Legal Liability (any one fire)	\$ 50,000 each occurrence
c. Business (Commercial) Automobile Liability	
1. Bodily Injury Each Person	\$100,000
	\$300,000 each occurrence
2. Property Damage	\$100,000 each occurrence
d. Umbrella Liability Insurance (Excess)	\$1,000,000
Includes coverage over the Worker’s Compensation Comprehensive General Liability and Automobile Liability	
e. Professional Liability Insurance to include Errors and Omission	\$1,000,000 per project

Self-Insurance: A supplier who self-insures for workers compensation must possess a Certificate of Authority to Self-Insure by the Texas Workers Compensation Commission as a subscriber to the Workers’ Compensation Act and furnish a copy of the certificate with this submittal.

The Weatherford Independent School District shall be named as an additional insured on the Consultant’s policy as to the subject project.

1.27.0 **DETERMINATION OF QUALITY** – WISD reserves the right to use whatever means deemed adequate to determine quality and craftsmanship and to weigh the value of such determination in comparison with other factors. **The District reserves the right to make the final decision as to product equivalency.**

1.28.0 **PAYMENT** -Application for payment may be submitted with two copies of the invoice following acceptance by owner. All invoices will reflect the discount pricing for Weatherford I.S.D. All invoices shall be itemized as to quantity, part number and description. In addition, all invoices must show the Weatherford Independent School District name, address to which the material was delivered and the correct purchase order number. All invoices shall be matched with delivery tickets (tickets with an accurate description of the commodity delivered) as a matter of verification and placed in the payment process. Owner is not responsible for any indebtedness connected with the work, payrolls, or materials. Mail all invoices to the Weatherford Independent School District, 1100 Longhorn Drive, Weatherford, TX 76086, Attn: Accounts Payable.

Parties will be governed by Texas Government Code §2251.001(Texas Prompt Payment Act) and undisputed amounts will be remitted in 30 days.

- 1.29.0 **VENUE** – This agreement shall be governed by and construed in accordance with the laws of the State of Texas, and venue shall lie in Parker County, Texas.
- 1.30.0 **EVALUATION** – Weatherford ISD may consider the evaluation factors listed in Texas Education Code, Chapter 44, Subchapter B, Section 44.031(b) in making district awards. WISD also may consider any additional evaluation criteria specifically listed in Section 2.0.0 Statement of Work / Special Terms and Conditions. Weatherford ISD does not purchase solely on the basis of low submittal of qualifications and shall accept the qualifications deemed in the best interest of the district. All of the factors listed in TEC 44.031 shall be considered. Some may be assigned a weight and others may be given a weight of zero (0) for this offer.
- 1.31.0 **PREVAILING WAGE RATES** – For all public work contracts, all wages paid shall be in compliance with Local Government Code 2258.021.
- 1.32.0 **TEXAS HAZARD COMMUNICATION ACT** – Awarded Respondents must furnish current Material Safety Data Sheets (MSDS) for any items containing any element, chemical compound or mixture of elements or compounds that is a physical hazard as defined by federal regulation.
- 1.33.0 **DRUG FREE ZONE** – All District property and facilities are a “drug free zone”. No one may use, consume, carry, transport or exchange tobacco, cigarettes, or illegal drugs while in a school district building or while on school district property. The Respondents, its company, and its employees shall adhere to this policy.
- 1.34.0 **VISITOR REGISTRY SYSTEM** - Pursuant to Section 38.022 of the Texas Education code, awarded Respondents must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school.
- 1.35.0 **ADDENDA** – Any addendum issued to makes changes to the terms and conditions in this offer shall be issued by the Director of Accounting and posted on the district web site. It shall be the Consultant’s responsibility to check the district web site for any addenda at www.Weatherfordisd.org posted under “bid opportunities”

2.0.0 SPECIAL TERMS AND CONDITIONS

- 2.1.0 WISD intends to enter into a contract to provide services as a Roofing Consultant on an “as needed” basis for the period of written notification of award through November 15, 2014 with the option to renew for two additional years in one-year increments. WISD reserves the right to accept or reject any or all offers or any part thereof, and to waive any or all formalities. WISD reserves the right to award the contract to the Consultant or Company providing the best value meeting the district’s needs. Renewal periods will be on an “as needed basis. November 15, 2014 through November 14, 2015 and November 15, 2015 through November 14, 2016, November 15, 2016 through November 14, 2017, and November 15, 2017 through November 14, 2018.
- 2.2.0 WISD reserves the right to revise and amend the specifications prior to the date and time deadline set for the Request for Qualifications. Such revisions or amendments, if any, will be announced by addenda or amendments to these specifications. Copies of the addenda so issued will be posted to the district web site.
- 2.3.0 Any deviation from the specifications set forth herein must be clearly pointed out, otherwise it will be considered that services offered are in strict compliance with these specifications and the successful vendor will be held responsible thereof. Deviations shall be explained in detail.
- 2.4.0 Respondents and/or companies shall furnish all information requested.
- 2.5.0 Award shall be made in the best interest of the district. Award is not limited to one Respondent.
- 2.6.0 Approximate expenditure for a Roofing Consultant will be approved by the Director of Accounting and the Assistant Superintendent for Business and Operations. However, this estimate should not be construed to be a guarantee of either a minimum or maximum amount as purchases are dependent upon need and available funding.
- 2.7.0 All items covered under this document must include shipping and handling charges and are to be F.O.B. Weatherford ISD inside delivery. **If shipping and handling charges will be added to the invoice on all orders or on orders over/under a certain dollar amount, you must state that in the space provided for deviations from specifications.** Weatherford ISD has 11 campuses and 6 departments. Delivery may be to any of these locations. District personnel will not be available to assist with unloading.
- 2.8.0 During the contract period, if WISD is not pleased with the quality of work or delivery of items being provided, written notification will be sent to the awarded Respondent(s) giving them the opportunity to take corrective action. If problems still persist, in the opinion of WISD, then WISD reserves the right to terminate the contract with a 30 day written notice with no pecuniary risk or penalty to WISD.
- 2.9.0 Automobile insurance coverage, meeting the minimum standards described in Section 1.26.0 must be carried on any vehicle to make deliveries on district property. Weatherford ISD shall retain the right to accept coverage in any alternate amount. Proof of coverage shall be submitted for all other insurance listed under Section 1.26.0 and shall be submitted by the awarded Respondent(s) within five (5) working days of notification of award.
- 2.10.0 All orders shall be placed by the issuance of a district purchase order. All orders are to be delivered to the ship to location on the purchase order, unless otherwise stated on the purchase order. Weatherford ISD shall not be responsible for orders placed without a district purchase order.
- 2.11.0 Respondents are to identify how your percentage structure will be allocated for each project identified and;
- 2.12.0 You are required to submit with your Request for Qualification the percentage structure that will go into effect if awarded the proposal.
- 2.13.0 Awarded vendor must be able to accept an open/blanket purchase order for a “not to exceed” amount.

2.14.0 Workers compensation coverage is to be provided on all employees of your company, or any subcontracted workers, that will be making deliveries or installation of items on Weatherford ISD property. A certificate of insurance is to be provided to WISD showing worker's compensation coverage.

Coverage is to be in force for the duration of the contract and any renewal terms. Weatherford ISD is to be named as an additional insured on the Certificate of Insurance form.

2.15.0 Each Respondent and their company agrees to hold their offer open for acceptance by Weatherford ISD for no less than ninety (90) days from the proposal deadline date.

2.16.0 **Award Criteria:**

Award criteria will be based on the basis of demonstrated competence and qualifications to perform the services for a fair and reasonable offer. WISD shall first select the most highly qualified Respondent(s) providing the services described in this RFQ on the basis of demonstrated competence and qualifications and then will attempt to negotiate a contract with the Respondent(s) as a fair and reasonable offer of qualifications. WISD shall continue the process described above to select and negotiate with Respondent(s) until a contract is awarded. WISD reserves the right to award a contract for all or any portion of the requirements proposed by reason of this request, award multiple contracts, or to reject any or all responses if deemed to be in the best interest of WISD and to temporarily or permanently abandon the procurement. If WISD awards a contract, it will award the contract to the Respondent(s) whose response is the most advantageous to WISD considering the evaluation factors set in this RFQ.

2.17.0 An evaluation committee appointed by the Director of Accounting will review each response to this RFQ. The committee may select a short list of firms based on information contained in the responses and may conduct interviews. The preliminary screening may also include an estimate of the capacity and relative size of the firm as determined from the responses.

2.18.0 Qualified firms will agree that the WISD may increase or decrease work assigned to Qualified Firms at WISD's discretion, and will assist in promptly accepting or transferring work.

2.19.0 **Respondent(s) Acceptance of Evaluation:**

Respondent(s) understands and agrees that this RFQ is issued predicated on anticipated requirements for professional services related to providing "Professional Roof Consultant Services" and associated work, and that WISD has made no representation, written or oral, that any such requirements be furnished under a contract arising from this RFQ. Respondent(s) recognizes and understands that any cost borne by the Respondent(s) which arises from Respondent(s) performance shall be at the sole risk and responsibility of the Respondent(s).

2.20.0 **Firm Requirements:**

To be considered a Roof Consultant, a firm shall be independent and the primary source of work performed shall be "Roof Consulting". The Respondent's firm shall not be a roofing installation contractor, material manufacturer, or distributor, nor have any affiliation with these markets segments. The Roof Consultant may not receive any contingent fee or anything of value resulting from specifications or preferences to any particular contractor, distributor, manufacturer, or installer.

2.21.0 **Firm Experience:**

Roof Consultant must be experienced in the following low slope roofing types:

- a. Two ply modified bitumen roofing systems
- b. Coal or built-up roofing systems
- c. Coated urethane foam roofing systems
- d. Single roofing systems, fiberglass, slate, and tile

2.21.A **Change Order in Specifications:**

In no event shall any changes be permitted without the express prior written authorization of the Director of Accounting for WISD. WISD Director of Accounting shall authorize any changes in the form of a Contract Addendum.

2.22.0 Firm's Personnel:

Respondent(s) who are awarded the contract for Roofing Consultant shall maintain a staff of properly trained experienced personnel to ensure satisfactory performance under this Contract. Respondent(s) awarded this Contract for Roofing Consultant shall assign to the Director of Accounting a designated representative who will be responsible for the coordination and administration of WISD's requirements.

2.23.0 OSHA Compliance:

By signing this RFQ and the Execution of Offer, Respondents affirms, certifies, and warrants that all goods and services furnished under any Agreement with WISD will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-56) and its regulations in effect as of the date on which the goods or services are furnished.

**SCOPE OF WORK TO BE PERFORMED
BY
ROOFING CONSULTANT**

The Roofing Consultant awarded this contract will assist the district with writing a five (5) year Roof Replacement or Repair plan. The funding for the following campuses or buildings has been approved by the Board of Trustees of the Weatherford Independent School district.

The Board of Trustees approved the following Roofing replacements for the summer of 2014.

1. Crockett Elementary – located at 1015 Jameson Street, Weatherford, Texas 76086
2. Ninth Grade Center – located at 1007 South Main, Weatherford, Texas 76086

The Board of Trustees approved the following Roofing repairs for the summer of 2015.

3. Ninth Grade Center - located at 1007 South Main, Weatherford, Texas 76086
4. Tison Middle School – located at 102 Meadowview Road Weatherford, Texas 76086
5. Mary Martin Elementary – located at 719 Oakridge Drive, Weatherford, Texas 76086
6. Bill Wright Elementary – located at 1309 W. Charles, Weatherford, Texas 76086

** Budget amounts to be discussed with awarded Respondent(s)

For the next five (5) years future campuses and/or buildings that require roof replacement or repairs will be coordinated with the Director of Accounting, the Executive Director of Faculties, with approval of the Director of Business and Operations.

This is a five (5) year project is subject to approval by the Board of Trustees at their regular scheduled meeting as set forth by WISD administration.

Respondent(s) are expected to review each of the sites as stated in Section 1.16.0 of this RFQ.

Funding for the five (5) year plan will be based on future funds available as stated in Section 1.9.0 of this RFQ.

Please complete and sign all forms associated by this RFQ and submit with your proposal.

Please include your percent rate fees in your for the services to be rendered, for the immediate and future Roofing Systems as stated in Section 3.0.0 in this RFQ.

EVALUATION CRITERIA: PLEASE RESPOND UNDER SEPARATE COVER REFERENCING PAGES 14 AND 15:

1. Why do you believe your firm, company, or corporation is aptly suited to perform as a Roofing Consultant for WISD?
2. What is the size of your firm, company or corporation?
3. Does your company provide any of the following reports?
 - a. Infrared Survey Report
 - b. Moisture Survey Report
 - c. Visual Inspection Report
 - d. Nuclear inspection Report
4. Does your company provide Microsoft Word and AutoCAD for your design projects? If so, explain:
5. As a Roof Consultant will you assist WISD with specifications for the five (5) plan to include but not limited to each building as far as the impact on each building i.e. deck replacement, additional drainage capabilities, interior protection and moisture prevention. To maximize the total protection of the building's exterior and interior.
6. As a Roof Consultant will you manage the Roof Project(s) from top to bottom and from beginning end? If so, Please explain how you will accomplish this task?
7. Please provide a qualification statement of your companies experience with school districts.
8. List your specific experience with Texas school districts relating to roof repairs or replacements.
9. List school districts and clients served in the last three (3) years.
10. List of persons and their qualifications that will work on this project.
11. Without including prices or percentage rates list itemization of costs and expenses that could reasonably apply to this contract.
12. Provide current and general company information to include three (3) years financial history.
13. What type of roofing systems are you the most experienced with?

THIS PAGE MUST BE COMPLETED AND SUBMITTED

EVALUATION CRITERIA: PLEASE RESPOND UNDER SEPARATE COVER REFERENCING PAGES 14 AND 15:

14. As a Roof Consultant how will you manage the project to ensure the roofing system specified is installed according to the specifications and no short cuts are being made by the awarded roofing contractor?
15. One of the most important parts of a replacement roof is the inspection of the decking. Does your company inspect the roof decking and issue a report prior to implementation of new roofing system?
16. When your company writes specifications for a new roofing system or for repairs of an existing roof what is the warranty period for a new roof and for a roof that has been repaired as per your specifications, and will these warranties be submitted in writing to WISD?
17. How long has your company been in business?
18. Please list certifications by staff and employees who will work on this project if selected.
19. How do you base your percentage rate for each roof project identified?
20. What specific qualities or attributes do you or your firm, company, or corporation possess that would render superior performance on your assignment?
21. Attach a Qualification Statement including the organizational structure, and proposed role of each person associated with this project, firm, company or corporation background and experience.
22. List certifications and licenses of all personnel who will be associated with this project and provide a copy of each with your submittal.

THIS PAGE MUST BE COMPLETED AND SUBMITTED

3.0.0 EVALUATION AND SELECTION OF ROOFING CONSULTANT:

Each Request for Qualification will be reviewed and evaluated on the basis of the following criteria: Each Respondent(s) is required to submit a complete response to each of the questions below. Responses requiring additional space should be brief and submitted as an attachment. Please reference each question and number as indicated below:

1. Demonstrated competence and qualifications to perform professional roof Consulting services and associated work, the experience of the firm and personnel to be located in the local office for the performance of the services, and the availability of the personnel for assignments to WISD projects.

Maximum 40 Points: Be specific in discussions, state verifiable information, and use names of individuals being proposed for the program, including resumes.

2. Information supplied by references, including District experience with Respondent(s) services.

Maximum 20 Points: Provide verifiable areas the firm was directly responsible for. Provide three (3) examples of responsibilities similar to the projects being requested.

3. Availability of resources to meet the schedule and program requirements and financial stability. District may Dunn and Bradstreet composite credit rating for financial evaluation.

Maximum 20 Points: Discuss methods, practical steps, concerns, and benefits in how the firm would conduct its operations for the District.

4. Responsiveness to District's stated goals:

Maximum 20 Points: State how you will meet the District's short term and long term goals of roof replacements and repairs.

THIS PAGE MUST BE COMPLETED AND SUBMITTED

4.0.0 EXECUTION OF OFFER

By signature hereon, the Respondents hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

By executing this offer, Respondents affirms that he/she has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the offeror shall be removed from all vendor lists.

By signature hereon affixed, the Respondents hereby certifies that neither the Respondents nor the firm, corporation, partnership or institution represented by the Respondents or anyone acting for such firm, corporation or institution has violated the antitrust laws of this state, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal Antitrust Laws.

Furthermore, the undersigned affirms that they are truly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offerer, and that the contents of this proposal as to prices, terms, conditions or said proposal have not been communicated by the undersigned nor by an employee or agent to any other person engaged in this type of business.

Having carefully examined this Request for Qualification request, terms, conditions, and forms, the undersigned hereby proposes and agrees to furnish goods and services in strict compliance with the specifications and conditions stated herein.

FIRM NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX NOS: _____

AUTHORIZED SIGNATURE: _____

TYPED/PRINTEDNAME: _____

POSITION WITH COMPANY: _____

TAXPAYER IDENTIFICATION NUMBER: _____

Disclosures: As stated in Texas Local Government Code, Chapter 176, vendors are required to disclose any conflict of interest, as referenced in section 1.21.0. If you have a business relationship with any of the following individuals that may be a conflict of interest, you must complete a Conflict of Interest Questionnaire (CIQ) form located at www.ethics.state.tx.us . This web site will also give you detailed information on the types of disclosures that must be made.

Weatherford ISD Board of Trustees
Paul Paschall
Kip Hooks
Ashley Conlon
Gail Wirtanen

Dave Cowley
Jeff Geyer
Dr. Joshua Tarbay

Weatherford ISD Superintendent
Dr. Jeffrey Hanks

THIS PAGE MUST BE COMPLETED AND SUBMITTED

5.0.0 RESPONDENTS/CONSULTANT REFERENCES

References: School District or business references for which you or your company has provided the same services as those being requested in this offer. These are not your trade or supplier references. References must be provided even if you are currently providing services to the district or have provided services in the past. **REFERENCE PAGE 3 QUESTION 10 CLIENTS SERVED IN THE LAST THREE YEARS. REFERENCE UNDER SEPARATE COVER AND REFER TO PAGE 17 WHEN RESPONDING**

Company Name: _____
Contact Name: _____
Phone Number: _____
Contract Amount: _____

Company Name: _____
Contact Name: _____
Phone Number: _____
Contract Amount: _____

Company Name: _____
Contact Name: _____
Phone Number: _____
Contract Amount: _____

Company Name: _____
Contact Name: _____
Phone Number: _____
Contract Amount: _____

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**

NO BID NOTIFICATION

The Weatherford Independent School District is interested in receiving competitive pricing on all items it bids or proposes. We place significant value on quality vendors and we also desire to keep your firm as a bidder and a supplier of materials, equipment and/or services. Therefore, it is important for us to determine why you are not bidding on this contract item. We will analyze your response and attempt to determine if future changes are necessary in our specification development and procedures.

I/We DID NOT SUBMIT A BID/PROPOSAL FOR THE FOLLOWING REASONS: (Please place an X by one or more of the reasons listed below.)

- 1. Do not supply the requested product/service.
- 2. Quantities offered or scope of job is TOO SMALL to be supplied by my company.
- 3. Quantities offered or scope of job is TOO LARGE to be supplied by my company.
- 4. Specifications are "too tight" or appear to be written around a proprietary product.
(Please elaborate on this item.)
- 5. Cannot bid against MANUFACTURER on this item.
- 6. Cannot bid against JOBBER on this item.
- 7. Time frame for response was too short. (Please elaborate on your primary reason for this judgment.)
- 8. Other _____

If you wish to remain on the Weatherford I. S.D. vendor list for future bid/proposal opportunities for this item(s), please indicate:

- I do wish to remain on the vendor list.
- I do not wish to remain on the vendor list.

Authorized Signature

Date

Company Name

Quotation Title

Address (city, state, zip)

Phone

THIS PAGE MUST BE COMPLETED AND SUBMITTED

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

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, 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

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 tile 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 and 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 boxed 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. Indentify 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/er 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 nay 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>
(attach Continuation Sheet(s) SF—LLL-A, if necessary)		
<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; font-size: small;">(attach Continuation Sheet(s) SF—LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(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>		Authorized for Local Reproduction Standard Form-LLL

THIS PAGE MUST BE SIGNED AND COMPLETED

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

FORM CIQ

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.

OFFICE USE ONLY
Date Received

1 Name of person who has a business relationship with local governmental entity.

2 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.)

3 Name of local government officer with whom filer has employment or business relationship.

 Name of Officer

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.

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?

Yes No

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?

Yes No

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?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

 Signature of person doing business with the governmental entity

 Date

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.
--------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-----------------------------------------------------------

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 ▶
------------------	----------------------------	--------

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,

THIS PAGE MUST BE COMPLETED AND SUBMITTED

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

Note: This document is required if Federal Funds are used to repair or replace building(s) roofs

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: _____

Note: This document is required if Federal Funds are used to repair or replace building(s) roof

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL

**NON-DISCRIMINATION STATEMENT
EQUAL EMPLOYMENT OPPORTUNITY**

Any Respondent 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

Building	Sq. Ft.	Bldg #	Location	City	Zip	ConstX	Stories	Building Value	Content Value	Total Value
Administration (DSB)	13,341	12A	1100 Longhorn Drive	Weatherford	76086	MFR	1	\$1,421,970	\$325,346	\$1,747,316
Ag Farm House (No longer owned by WISD)	2,176		902 Washington	Weatherford	76086			\$75,000	\$0	\$75,000
Austin Elementary Main	61,732	11A	1776 Texas Drive	Weatherford	76086	MFR	1	\$7,198,484	\$1,412,428	\$8,610,912
Bill W. Wright Elementary Main	67,048	4A	1309 W. Charles	Weatherford	76086	MFR	1	\$7,714,503	\$1,421,966	\$9,136,469
Bill Wright 2 Portables 70 x 24	3,360		1309 W. Charles	Weatherford	76086	MFR	1	\$131,203	\$31,200	\$162,403
Boise Ikard Elementary Main	82,857	16A	100 Ikard Lane	Weatherford	76086	MFR	1/2	\$9,986,058	\$2,047,260	\$12,033,318
Bowie Learning Center Main	13,800	5A	900 N. Elm	Weatherford	76086	MNC	1	\$1,591,766	\$236,808	\$1,828,574
Bowie Learning Center Conference Room	5,250	5B	900 N. Elm	Weatherford	76086	NC	1	\$634,381	\$60,060	\$694,441
Bowie Learning Center Curriculum & Instruction	4,800	5C	900 N. Elm	Weatherford	76086	NC	1	\$535,911	\$82,368	\$618,279
Bowie Learning Center Textbook Warehouse	3,920	5D	900 N. Elm	Weatherford	76086	MFR	1	\$196,000	\$40,768	\$236,768
Bridge Academy @ NGC	5,750		1007 South Main	Weatherford	76086			\$683,291	\$31,200	\$714,491
Bus Maintenance Portable 23X31	713		1004/1009 Sloan	Weatherford	76086			\$34,560	\$3,594	\$38,154
Bus Maintenance/Office	4,000	1G	1004/1009 Sloan	Weatherford	76086	MFR	1	\$511,205	\$78,648	\$589,853
Bus Maintenance Covered Parking / Storage	1,178		1004/1009 Sloan	Weatherford	76086			\$16,545	\$0	\$16,545
Crockett Elementary Main	68,267	3A	1015 Jameson St.	Weatherford	76086	MFR	1	\$6,754,032	\$1,160,785	\$7,914,817
Crockett Elementary Gym	4,000	3B	1015 Jameson St.	Weatherford	76086	MFR	1	\$656,297	\$74,184	\$730,481
Curtis Elementary Main	78,800	10A	501 Russell Street	Weatherford	76086	MFR	2/1	\$10,188,647	\$1,851,505	\$12,040,152
Curtis Field - Field House @ NGC	3,360		1007 South Main	Weatherford	76086			\$90,000	\$15,000	\$105,000
Curtis Field - Storage Bldgs. @ NGC	3,402		1007 South Main	Weatherford	76086			\$120,000	\$31,200	\$151,200
Curtis Field - Concession/Restrooms@ NGC 17x19	323		1007 South Main	Weatherford	76086			\$38,760	\$5,000	\$43,760
Greenwood Community Center			1418 Greenwood Cut-Off Road	Weatherford	76086			\$30,000	\$5,000	\$35,000
Greenwood Chapel	875		Greenwood Cut-Off Road	Weatherford		Frame		\$96,250	\$0	\$96,250
Hall 2 Portables 24 x 64	3,072		902 Charles	Weatherford	76086			\$30,720	\$6,389	\$37,109
Hall 2 Portables 24 x 32 Storage Only	1,536		902 Charles	Weatherford	76086			\$15,360	\$3,194	\$18,554
Hall Football Field Pressbox	462		902 Charles	Weatherford	76086			\$4,500	\$5,000	\$9,500
Hall Football Field Storage	441		902 Charles	Weatherford	76086			\$10,000	\$26,000	\$36,000
Hall Football/Softball- Concession-Restroom	752		902 Charles	Weatherford	76086			\$40,000	\$2,080	\$42,080
Hall Middle School Main	94,007	2A	902 Charles	Weatherford	76086	MFR	1	\$11,057,387	\$2,156,814	\$13,214,201
Hall Middle School - Football Lokerroom/Art Rooms	15,600	2B	902 Charles	Weatherford	76086	MFR	1	\$2,124,743	\$243,360	\$2,368,103
Hall Middle School Activity Center	18,256	2C	902 Charles	Weatherford	76086	MFR	1	\$2,532,946	\$292,673	\$2,825,619
Roo Softball Indoor Training/Dressing @ Hall	2,400		902 Charles	Weatherford	76086			\$67,227	\$17,476	\$84,703
Roo Softball- Pressbox @ Hall	462		902 Charles	Weatherford	76086			\$4,500	\$5,000	\$9,500
High School Main	322,597	15A	2121 Bethel Road	Weatherford	76087	MFR	1/2	\$43,550,595	\$6,793,892	\$50,344,487
High School Outback	38,007	15B	2121 Bethel Road	Weatherford	76087	NC	1	\$4,735,092	\$632,436	\$5,367,528
High School Storage 32 x 20 (Pump House)	640		2121 Bethel Road	Weatherford	76087			\$19,200	\$1,996	\$21,196
High School Baseball - Storage 20 x 20	400		2121 Bethel Road	Weatherford	76087			\$4,800	\$499	\$5,299
High School Softball - Storage 20 x 20	400		2121 Bethel Road	Weatherford	76087			\$4,800	\$499	\$5,299
High School Lawn Equipment Storage Bldg.	608		2121 Bethel Road	Weatherford	76087			\$5,000	\$31,200	\$36,200
High School Agriculture Barn	7,500		2121 Bethel Road	Weatherford	76087			\$90,000	\$10,400	\$100,400
High School Welcoming Center	40		2121 Bethel Road	Weatherford	76087			\$40,000	\$10,000	\$50,000
Joe Tison Middle School Main	102,464	14A	102 Meadowview Rd.	Weatherford	76087	MFR	1/2	\$12,964,938	\$2,123,614	\$15,088,552
Joe Tison Middle School Weight Room	2,400	14B	102 Meadowview Rd.	Weatherford	76087	NC	1	\$72,000	\$16,473	\$88,473
Child Nutrition/Storage @ Tison	8,875	14C	102 Meadowview Rd.	Weatherford	76087	NC	1	\$956,061	\$152,295	\$1,108,356
Tison Football Field Concession/Restrooms	912		102 Meadowview Rd.	Weatherford	76087			\$45,600	\$20,800	\$66,400
Tison Football Field Pressbox	462		102 Meadowview Rd.	Weatherford	76087			\$4,500	\$5,000	\$9,500

Tison Football Field Storage	882		102 Meadowview Rd.	Weatherford	76087			\$20,000	\$5,200	\$25,200
Juan Sequin Elementary Main	82,857	17A	499 E. 8th Street	Weatherford	76086		1/2	\$10,006,584	\$2,047,260	\$12,053,844
Kangaroo Stadium - Home Bleachers,Pressbox,Conc,RR	10,641		250 Eureka	Weatherford	76086			\$16,115,736	\$208,000	\$16,323,736
Kangaroo Stadium - Visitor Bleachers,Concession	1,320		250 Eureka	Weatherford	76086			\$314,542	\$10,000	\$324,542
Kangaroo Stadium Fieldhouse	9,049	9C	250 Eureka	Weatherford	76086	NC	1	\$1,214,655	\$75,287	\$1,289,942
Maintenance Office / Warehouse	6,060	9A	907 S. Elm	Weatherford	76086	NC	1	\$242,400	\$60,503	\$302,903
Maintenance Warehouse/Custodial Office	3,640	9D	907 S. Elm	Weatherford	76086	NC	1	\$145,600	\$36,341	\$181,941
Maintenance Welding Shop/Storage	5,220	9B	907 S. Elm	Weatherford	76086	NC	1	\$130,500	\$32,572	\$163,072
Mary Martin Elementary Main	66,929	13A	719 N. Oakridge Dr.	Weatherford	76086	MFR	1	\$6,236,185	\$1,083,197	\$7,319,382
Mary Martin Portable 24 x 60	1,440		719 N. Oakridge Dr.	Weatherford	76087			\$14,400	\$3,294	\$17,694
Mary Martin Portable 24 x 64	1,536		719 N. Oakridge Dr.	Weatherford	76087			\$15,360	\$3,514	\$18,874
MHMR	3,651		Tin Top (3651 sq.ft.)	Weatherford	76088			\$75,000	\$0	\$75,000
NGC 2 Portables 24 x 32	1,536		1007 South Main	Weatherford	76086			\$10,000	\$5,000	\$15,000
NGC Activity Center	28,219	1F	1007 South Main	Weatherford	76086	MFR	1	\$3,422,790	\$708,162	\$4,130,952
NGC CATE Building	23,904	1B	1007 South Main	Weatherford	76086	MFR	1	\$2,881,295	\$544,538	\$3,425,833
NGC Greenhouse	2,190		1007 South Main	Weatherford	76086		1	\$50,000	\$1,000	\$51,000
NGC Gym C	18,847	1C	1007 South Main	Weatherford	76086	NC	1	\$2,253,808	\$296,396	\$2,550,204
NGC Main / Gym / Basement	159,023	1A	1007 South Main	Weatherford	76086	MFR	1/2	\$20,483,016	\$3,973,560	\$24,456,576
NGC Physical Development Center	10,946	1H	1007 South Main	Weatherford	76086	NC	1	\$1,161,604	\$115,719	\$1,277,323
NGC Practice Field Storage 24x50	1,200		1007 South Main	Weatherford	76086			\$36,000	\$20,000	\$56,000
PASS Facility/Fith Ward	6,584	7A	118 N. Denton	Weatherford	76086	MNC	1	\$329,200	\$68,473	\$397,673
Technology Building	4,800	12B	1100 Longhorn Drive	Weatherford	76086	MFR	1	\$864,364	\$120,806	\$985,170
Travis Student & Family Education Center Main	17,159	6A	602 W. Water	Weatherford	76086	MNC	1	\$1,950,986	\$294,448	\$2,245,434
Travis Student & Family Education Center (old Cafeteria)	2,880	6B	602 W. Water	Weatherford	76086	NC	1	\$144,000	\$29,952	\$173,952
Travis Student & Family Education Center - Gym	4,000	6C	602 W. Water	Weatherford	76086	MFR	1	\$200,000	\$41,600	\$241,600
Travis Student & Family Education Center - HeadStart	4,800	6D	602 W. Water	Weatherford	76086	NC	1	\$240,000	\$49,920	\$289,920

\$195,642,857 \$31,306,152 \$226,949,009

"Property Values Include Playground Equipment, Light Poles, Score Boards and Signs"

WISD Building Report:

WISD Facilities Report

	Age	SQ Footage	Acreage	Elevators	Boilers	Flooring	New key system	Roofing	A/C HVAC	DDC Control
Austin	1988	61,500	9.95		2	2000		2004	Chiller-2002 13	2005
Crockett	1963	72,267	13		1	2001		2002 Partial	37	2005
Curtis	1987	78,800	19	1	2	2000		1998	Chiller 2002 12	2005
Ikard	2002	82,917	38	1	1	2002	*	2002	71	2002
Martin	1996	66,222	10			2007	*	1996	74	2005
Seguin	2002	82,917		1	1	2002	*	2002	71	2002
Wright	1979	58,800	13.5		1	2001		2001	35	
WHS	2003	349,833	64.7	3	4	2003		2003	4 Chillers 234	2003
9th Grd Ctr	1957	298,458	49.5	1	3	2004		2001 Partial	Chiller 1997 151	2004
Hall	1967	110,458	36.6		1	Partial 1996- 2004		1996	Chiller 2000 50	2002
Tison	1997	110,290	57	1	1	Partial 2005		1997	90	
DSB	1993	18,725				1993		2005	10	2006
Tech	2003	5,600				2000		2000	5	2006
Bowie	1936	28,770	3			2003	*	2002	25	2005
Travis	1936	22,000	2.7			2003	*	2002		2005