BURKEVILLE INDEPENDENT SCHOOL
GENERAL SPECIFICATIONS
REQUEST FOR PROPOSAL

1. The Burkeville Independent School District will be accepting bids for commercial and casualty insurance coverage including but not limited to worker's compensation, crime insurance, automobile liability, educator's legal liability, general liability, cyber liability and property insurance; at the Business Office, 231 CR 2099, Burkeville, TX 75932. Public opening of bids will occur immediately following the bid deadline on August 3, 2021, 3:00 PM at the Operation Office. Envelopes containing bids should be marked in the lower left-hand corner to read: "RFP 2021-2022".

2. In evaluating bids, the following considerations will be taken into account for award recommendations: purchase price, reputation of the vendor and of the vendor's goods or services, quality of the vendor's goods or services, extent to which the goods or services meet the district's needs, vendor's past relationship with the district, and buy board affiliation.

3. Bids must be submitted on the attached Bid Sheet and Acknowledgment.

4. Bids will be awarded at the Burkeville ISD Board Meeting in August 2021.

5. The attached Felony Conviction Notice must be completed and returned with each bid.

6. Pursuant to Government Code 2252.908, proposer must submit Form 1295, Certificate of Interested Parties, electronically via the Texas Ethics Commission's online portal at www.ethics.state.tx.us/File. Proposer should then print, sign, and notarize the form before submitting it to the district with the proposal response.

7. Pursuant to Local Government Code 176.006, bidder must complete and return the attached Conflict of Interest Questionnaire if applicable.

8. The Burkeville Independent School District reserves the right to reject any and/or all bids.

BURKEVILLE INDEPENDENT SCHOOL

HB 89 and SB 252 Certification Addendum

The Texas 85th Legislature passed two bills during its regular session that will impact all government contracts for goods and services, regardless of dollar amount, including contracts for professional, consulting, and construction services. This addendum requires review and signature from any vendor/independent contractor ("Contractor") entering into a contract ("Contract") with the Burkeville Independent School District to ensure the Contractor complies with the requirements stipulated herein.

HB 89 - Certification Regarding Israel

House Bill 89 (HB 89) prohibits governmental entities from entering into Contracts for goods and services that do not contain the Contractor's written verification that the Contractor does not, and during the term of the contract will not, boycott Israel.

SB 252 - Verification Regarding Terrorist Organizations

Senate Bill 252 (SB 252) prohibits governmental entities from contracting with parties on the State Comptroller's list of companies known to have contracts with, or provide supplies or services to, an organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. As a result of the new law, governmental entities are required to verify that vendors are not on the Comptroller's list (the "List") of companies with ties to foreign terrorists. The Comptroller's Office provides and maintains such List and anticipates the List going live on September 1, 2017. The List will be accessible through the Texas Treasury Safekeeping Trust (http://www.ttstc.org/index.php) or through a link on the Texas Comptroller's website (https://comptroller. texas.gov).

Contractor Certification

The Contractor entering into a Contract with the Burkeville Independent School District ("Burkeville ISD") for the provision of goods or services, whether such Contract is in the form of either a written agreement executed between both parties or a duly authorized Burkeville ISD purchase order, Contractor hereby certifies that it is not a company identified on the Texas Comptroller's List of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Contractor further certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies"), boycotts Israel, and Contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Contract. For purposes of this Contract, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

Contractor Business Name: _____

Full Name of Company Official: _____

Signature: _____ Date: _____

BID SHEET AND ACKNOWLEDGMENT
REQUEST FOR PROPOSAL

The undersigned agrees to provide two options in accordance with the specification incorporated in this bid at the following price.

SCOPE

Casualty Insurance	
Any additional costs	

Automobile Insurance (See Attached List)	
Any additional costs	

Property Insurance (See Attached List)	
Any additional costs	

STUDENTS ENROLLED	253
EMPLOYEES	58
SCHOOL SECURITY OFFICER	0
EMPLOYEES THAT HANDLE MONEY	3

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Company: _____

Authorized Representative: _____
Printed Name

Signature: _____ Date: _____

Telephone Number: _____

Fax Number: _____

FELONY CONVICTION NOTICE

State of Texas Legislative Senate Bill No. 9, Section 44.034, Notification of Criminal History, Subsection (a), states "a person of business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

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

CRIMINAL HISTORY REVIEW OF CONTRACTOR EMPLOYEES
Texas Education Agency Amendment to 19 TAC 153.1101 and new rule 19 TAC 153.117 regarding criminal history checks of contractor employees provide the school district with rules interpreting Texas Education Code ~22.0834. The rules define continuing contract duties, direct contact with students and other relevant terms within the statute.

Except as otherwise provided herein, Contractor will obtain and certify in writing, before work begins, and at least annually, a criminal history record information that relates to an employee, applicant, agent or Subcontractor of the Contractor or a Subcontractor, if the person has or will have continuing duties related to the Project, and the duties are or will be performed on Owner's property where students are regularly present or at another location where students are regularly present. Contractor shall assume all expenses associated with the background checks and shall immediately remove any employee or agent who was convicted of, received probation for, or received deferred adjudication for any felony as outlined below or any misdemeanor involving moral turpitude, from Owner's property or other location where students are regularly present. Owner shall determine what constitutes "moral turpitude" or "a location where students are regularly present." Contractor or sub-contractors may not work on District property where students are present when they have been convicted, received probation or deferred adjudication for the following felony offenses:

1. Any offense against a person who was, at the time the offense occurred, under 18 years of age or enrolled at a public school;
2. Any sex offense;
3. Any crimes against persons involving:
   a. Controlled substances; or
   b. Property; or
4. Any other offense the District believes might compromise the safety of students, Staff or property.

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

I, the undersigned agent for the firm named below, certify that I have reviewed the information concerning notification of felony convictions and required criminal history checks and that ALL information furnished is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name (please print): _____

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable:
   Signature of Company Official: _____ Date: _____

B. My firm is not owned or operated by anyone who has been convicted of a felony.
   Signature of Company Official: _____ Date: _____

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(s): _____

   Signature of Company Official: _____ Date: _____

   Contractor is responsible for the performance of the persons, employees and/or subcontractors Contractor assigns to provide services for the Lufkin ISD pursuant to this contract on any and all Lufkin ISD campuses or facilities. Contractor will not assign individuals to provide services at a Lufkin ISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction, without the prior written consent of the Lufkin ISD Purchasing Department. If at anytime during performance of this contract, there is a change in felony status of any persons, employees, and/or subcontractors providing services to the Lufkin ISD, Contractor will immediately update the above form and provide such form to the Lufkin ISD Business Office within five business days of becoming aware of the change in status.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs /LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code§ 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal , state , or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code§ 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income , other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code§ 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of vendor 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____
Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____
Signature of vendor doing business with the governmental entity Date

Form **W-9**
(Rev. August 2013)
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/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

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 the "Name" line 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
☐☐☐ - ☐☐ - ☐☐☐☐

Employer identification number
☐☐ - ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

LIST OF VEHICLES

YEAR	MAKE	MODEL	VIN #	BUS #	MILEAGE
16	CHEVROLET	VAN	1GAZGPFG4G1262794		39989
07	CHEVROLET	VAN	1GAHG35U471219486		174748
04	CHEVROLET	IMPALA	2G1WF52E949111052		155919
02	CHEVROLET	SUBURBAN	3GNEC16Z026344023		201566
99	FORD	TRUCK	1FTSW30F3XED67212		159867
96	GMC-BLUE	SUBURBAN	3GKEC16R4TG512292		2726573
17	FORD	TRUCK	1FTMF1C81HKD68291		21528
20	TOYOTA	CAMRY	4T1C11AKXLU875708		4068
10	THOMAS (GAME)	BUS	4UCABRDTXACAN9420	B-24	84838
06	FORD (TRAVEL)	BUS	1FDXE45S96DB07529		21925
06	INTERNATIONAL	BUS	4DRBUAAN76A259709	B-19	143169
04	INTERNATIONAL	BUS	4CRBRABN24B974372	B-2	544671
91	INTERNATIONAL	BUS	1HVBBNMP0MH394155	B-43	149480
17	THOMAS	BUS	4UZABRDT0HCHS1760	B-18	50709
17	THOMAS	BUS	4UZABRDT4HCHS1759	B-14	33391
10	BLUEBIRD	BUS	1BAKGCPA6AF268550	B-3	74018
93	INTERNATIONAL	BUS	1HVBAZRL4PH494098	B-5	167177
99	BAND	TRAILER	47ZFB1823XX003299		
04	GARBAGE	TRAILER	13ZHD122941006403		
95	GOOSENECK	TRAILER	44CLS1622S7008727		
96	LOWBOY	TRAILER	MILEAGE UPDATED 4/22/2021		

LIST OF BUILDINGS

	Street Address	Occupant	Yr Built	Rf Yr	Rf Mat	Flat Rf	Con Type	Stories	F Alarm	Sprink	Sq.Ft.
1	HWY 63 E	BUS BARN	1984				F	1	NO	NONE	2,400
3	HWY 63 E	CAFETERIA	1959				NC	1	NO	NONE	8,547
4	HWY 63 E	ELEM GYM	1998				NC	1	NO	NONE	3,200
5	HWY 63 E	FIELD HOUSE	2002				MNC	1	NO	NONE	5,736
6	HWY 63 E	GRADE 3 - 6 (Rock Bldg.)	1938				MNC	1	YES	NONE	9,482
7	HWY 63 E	GYMNASIUM/ADMINISTRATION	2003				MNC	1	YES	NONE	26,622
8	HWY 63 E	HIGH SCHOOL/JR HIGH	1984				MNC	1	YES	NONE	45,995
9	HWY 63 E	NURSE/COPY ROOM	1959				NC	1	NO	NONE	1,296
10	HWY 63 E	ISS BUILDING	1981				NC	1	NO	NONE	8,964
11	HWY 63 E	PRE-K & KINDER	1994				F	1	NO	NONE	2,400
12	HWY 63 E	STADIUM COMPLEX	1984						NO	NONE	0
13	HWY 63 E	TECH CENTER	1997				NC	1	YES	NONE	5,300
14	HWY 63 E	MAINTENANCE	1979				NC	1	NO	NONE	6,000
15	HWY 63 E	WELDING & OFFICE BLDG	1995				F	1	NO	NONE	5,040