REQUEST FOR QUALIFICATIONS
FOR ARCHITECT SERVICES

PLEASANTON
Independent School District

RFQ # 2027-01 ARCHITECT

MAIL OR HAND-DELIVER

Wednesday, December 02, 2026 BY 12:00 P.M. CST

Pleasanton ISD Board Room

831 Stadium Drive
Pleasanton, TX 78064

PLEASANTON INDEPENDENT SCHOOL
DISTRICT REQUEST FOR QUALIFICATIONS
ARCHITECT TO PROVIDE DESIGN AND
CONSTRUCTION ADMINISTRATIONS SERVICES

The Board of Trustees of Pleasanton Independent School District ("Owner" or "PISD" or "Pleasanton ISD" is seeking to retain and architectural firm with the qualifications and staff resources necessary to perform planning, designing, bidding and construction oversight phases of projects approved. In addition the District is looking for a firm with the capability to provide value added services including, but not limited to structural engineering, security consultation, technology consultation, interior design etc. Therefore, it is the intent of the Board to obtain information in the request for qualifications that address these options in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications.

SUBMISSION:

Responding Architects are to submit three (3) hardcopies and (1) electronic copy of your firm's response to this RFQ to:

Attn: Greg Leach
Senior Director of Operations
831 Stadium Dr
Pleasanton, Texas 78064

Due no later than Wednesday, December 02, 2026 BY 12:00 P.M. CST

ANY SUBMITTAL RECEIVED AFTER THE TIME AND DATE STATED ABOVE WILL NOT BE CONSIDERED. Any response to this request for qualifications received after said closing time will be returned to the firm unopened.

FAILURE TO COMPLY WITH SPECIFICATIONS MAY RESULT IN THE DISQUALIFICATION OF YOUR SUBMITTAL. Do not submit pricing in responses.

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1.1 GENERAL INFORMATION: Pleasanton Independent School District ("Owner" or "PISD" or "Pleasanton ISD") is soliciting statements of qualifications ("Qualifications") for selection of an architectural firm for Pleasanton ISD, to provide design, construction administration services with extensive experience in developing plans for Texas School District or public facilities with similar regulatory and legal requirements. The Architect need not have a local office. However, the Architect should have experience and knowledge of local construction practices, procedures, regulations, soil and environmental conditions in accordance with the terms, conditions, and requirements.

1. It is the policy of the Pleasanton Independent School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, its educational programs, nor in its employment practices.

2. In order to ensure the integrity of the selection process, Respondent's employees, officers, agents, or other representatives shall not lobby or attempt to influence a vote or recommendation related to the Respondent's response, directly or indirectly, through any contact with school board members, other District officials or employees from the date this RFQ is released until a contract is executed.

3. This RFQ is subject to cancellation by the District if any person significantly involved in initiating, negotiating, securing, drafting, or creating the offer on behalf of Pleasanton Independent School District, is, at any time while the RFQ is in effect, an employee of any other party to the RFQ in any capacity or a consultant to any other party of the RFQ with respect to the subject matter of the RFQ.

4. Respondents are expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE ITEMS MAY RESULT IN THE RESPONDENT'S QUALIFICATIONS STATEMENT BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

1.2 SUBMISSION OF QUALIFICATIONS:

1.2.1 DEADLINE AND LOCATION: The Owner will receive Qualifications Statements as follows:

Sealed Qualification Statements shall be mailed or hand-delivered to the following address:

Pleasanton Independent School District
Attention: Greg Leach
Senior Director of Operations
831 Stadium Dr
Pleasanton, Texas 78064

The Owner will not acknowledge or receive Qualifications Statements that are delivered by telephone or facsimile (fax, or electronic mail (e-mail. It is the sole responsibility of submitting firms to ensure timely receipt of the RFQ response and to properly label the documents as indicated on the cover of this RFQ.

Sealed Qualification Statements are due
no later than 12:00 p.m. (CST), Wednesday, December 02, 2026

1.2.2 FORM OF QUALIFICATIONS STATEMENTS.

1. Respondents are expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE ITEMS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

2. Proposals submitted prior to the above deadline may be modified provided such modifications are sealed and received at the designated location, prior to the time and date set for submission of proposals. Qualification Statements received after the deadline will NOT be accepted and will be returned unopened to the Respondent. Qualifications Statements prior to the above deadline will not be returned to Respondent.

All questions regarding this invitation must be submitted in writing. Requests for information/interpretation must be received **by 4:00 P.M. CST on Monday, November 30, 2026**. Answers to architects' questions will be distributed via email (to all respondents) and posted on the PLEASANTON ISD website under Departments/Purchasing/Purchasing Home/2027 Current Bids & Qualifications.

A principal of the firm must sign the completed response and affirm that the information provided is true, complete and accurate. Sealed Qualification Statements shall be clearly tabbed for each part of the requirements listed below in (8 ½" x 11", vertical format, single sided, minimum of three-quarter (3/4" inch margins and 11-point font.

Addenda will be posted to https://www.pisd.us/page/2027-current-bidsqualifications. It is the responsibility of each Respondent to obtain all addenda that pertains to this RFQ. Failure to receive such addenda does not relieve Respondent from any obligation under the Statement of Qualifications submitted. All formal written addenda become a part of the RFQ documents. Respondents shall acknowledge receipt of all addenda in the Acknowledgment of Addenda.

Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs. Incomplete Qualifications may be considered non-responsive and subject to rejection.

Qualifications and any other information submitted by Respondents in response to this RFQ shall become the property of the Owner.

Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

SECTION 2 – INFORMATION TO BE PROVIDED BY RESPONDENT

2.1 Respondents shall submit a complete Statement of Qualifications responding to all questions in this in the Qualifications General Questionnaire. Incomplete Qualifications may be considered non- responsive and subject to rejection.

2.2 The proposal shall be submitted in the order set forth below:

A. PROPOSER QUALIFICATION GENERAL QUESTIONNAIRE: Complete and submit the Proposer General Questionnaire. ***Attachment A***

B. Vendor Forms ***Attachment B***

- Vendor Application Form
- W-9 Form
- **Conflict of Interest Questionnaire – Form CIQ**
- **Felony Conviction Statement Notice: Complete, sign and submit the Felony Conviction Notification Form**
- Debarment, Suspension, Ineligibility & Voluntary Exclusion for Covered Contracts & Grants Form (Federal Fund purchases)
- Texas Government Code 2270 & 2252 Verification Form, does not boycott Israel Form (Federal Fund purchases)
- **Non-Collusion Statement: Complete and submit the Non-Collusive Affidavit of Prime Proposer.**

C. ACKNOWLEGEMENT OF ADDENDA: Complete, sign and submit the Acknowledgement of Addenda, *(Please note that if no addenda are issued, then Respondent will indicate on the form "Not Applicable.")* ***Attachment C***

E. SIGNATURE PAGE: Complete, sign and submit Signature Page. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. ***Attachment D***

In addition, Respondent must complete and submit online the most **recent Disclosure of Interested Parties (Form 1295),** which may be found at https://www.ethics.state.tx.us/filinginfo/1295/. That form will be submitted online only through the Texas Ethics Commission website. Texas Government Code, Section 2252.908 requires the Disclosure of Interested Parties, by a firm contracting with the District, using the form and procedure established by the Texas Ethics Commission, at the same time it submits a signed contract, if the contract award requires action or a vote by the Board of Trustees or the value of the Contract awarded as a result of the solicitation is at least One Million Dollars ($1,000,000.00). The form requires disclosure of any "interested party" to the contract of which the contracting business entity is aware, and must be signed by an authorized agent of the contracting business entity acknowledging that disclosure is made under oath and under penalty of perjury. By submission of its Response to the RFQ, Respondent agrees that upon contract award and notification by the District of the applicability of this requirement, it will timely comply with the filing requirements set forth by the Commission and required by Section 2252.908 of the Texas Government Code. Note: The Disclosure of Interested Parties Form may only be filed electronically. Please consult your own legal advisor if you have questions regarding the statute or form.

SECTION 3 – ADDITIONAL INSTRUCTIONS

3.1 The District reserves the right to request supplemental information of any and all Respondents to aid the Owner in the evaluation process.

3.2 Time is of the essence, and the award of the contract to the successful Respondent is expressly conditioned upon (i) the Respondent's execution and delivery of the contract and evidence of insurance, within ten (10) calendar days after the successful Respondent is notified of the

acceptance of its post-selection price proposal, and (ii) the Respondent's timely fulfillment of any and all other preconditions expressly set forth in the Contract. Should the Respondent fail to timely execute and deliver the contract, evidence of insurance, or fail to timely fulfill any other such preconditions, the Owner may, at its option and discretion rescind the award and thereafter negotiate with and award the contract to the next ranked Respondent, or may reject all Statements of Qualification.

3.3 Qualifications Statements will be opened publicly and the names of the Respondents will be read aloud.

3.4 POINT-OF-CONTACT: The Owner designates the following person, as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ in writing to:

Greg Leach, Senior Director of Operations,
Pleasanton Independent School District
831 Stadium Drive
Pleasanton, Texas 78064
Phone: 830-569-1244
E-Mail: gpleach@pisd.us

Note: Do not contact members of the Board of Trustees, or other employees of the Pleasanton Independent School District. Contact with any of these prohibited individuals after issuance of the RFQ and before selection is made, may result in disqualification of your Qualifications Statement.

3.5 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552 after the solicitation is completed. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

3.6 FORM OF CONTRACT:

3.7 CLARIFICATIONS AND INTERPRETATIONS: Any clarifications or interpretations of this RFQ #2027-01 for Architect

RFQ that materially affect or change its requirements will be issued by the Owner as a written addendum. It is the responsibility of all Respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due as part of the RFQ, and Respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

3.8 EVALUATION OF QUALIFICATIONS: All Qualifications Statements will be reviewed, evaluated, and ranked by the Owner based on the criteria and weight of criteria described in Section 5 of this RFQ. **Qualifications shall not include any information regarding Respondent's fees, pricing, or other compensation**. Such information will be solicited from firms qualified by the Owner to participate in step two of the selection process.

3.9 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

3.10 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, Respondent accepts the evaluation process and acknowledges and accepts that determination of the most qualified firm(s) will require subjective judgments by the Owner.

3.11 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFQ process shall be at the sole risk and responsibility of the Respondent. Respondents submit Qualifications and Proposals at their own risk and expense.

3.12 **WAIVER OF CLAIMS: BY SUBMITTING A QUALIFICATIONS OR A PROPOSAL, EACH RESPONDENT AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST THE OWNER AND THEIR RESPECTIVE TRUSTEES, AGENTS AND EMPLOYEES ARISING OUT OF OR IN CONNECTION WITH THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY QUALIFICATIONS STATEMENT OR PROPOSAL; WAIVER OF ANY REQUIREMENTS UNDER THE PROPOSAL DOCUMENTS; ACCEPTANCE OR REJECTION OF ANY QUALIFICATIONS STATEMENT OR PROPOSAL; AND AWARD OF A CONTRACT.**

3.13 EXPECTED TIMELINE FOR PROCESS. The following anticipated dates are for planning purposes only.

Schedule:

November 30, 2026	Deadline for questions from architects pertaining to this RFQ
December 02, 2026	RFQ responses are due by no later than 12:00 p.m. on this date.
December 03 - Dec 04	If applicable, Architect presentation/interviews will be conducted at District office.
December 07, 2026	District will approve Architect.

[Timeline subject to change at the discretion of PLEASANTON ISD]

SECTION 4 – PROJECT SCOPE

4.1 PROJECT DESCRIPTION, SCOPE:

A. GENERAL DESCRIPTION OF THE PROJECT:

This contract is for design, development, management and installation/construction of such projects as may be identified by the Pleasanton Independent School District for facility improvement. Initial assignment will be to evaluate and recommend conceptual drawings for Pre-Bond planning services.

SECTION 5 - CRITERIA AND WEIGHT OF CRITERIA

Evaluation will be based upon information provided by the Respondent, including responses in the Respondent Questionnaire.

WEIGHT	CRITERIA
5%	**Proposer's General Firm Information (Criteria 1)**
43%	**Proposer's Experience, Reputation and References (Criteria 2)**
42%	**Proposer's Project Personnel and Qualifications (Criteria 3)**
10%	**Proposer's Financial Stability (Criteria 4)**

INFORMATION/RESPONSES TO BE PROVIDED BY OFFERORS

All sections must include a Cover Sheet with the Section Title or be Tabbed with Section Titles. Sections must be placed in the order listed/requested in Appendices and Attachments below:

SECTION 6 – OTHER ATTACHMENTS

RFQ ATTACHMENT A

RESPONDENT'S GENERAL QUESTIONNAIRE
(with criteria, weights, and methodology)

General Firm Information (Criteria 1)

General Firm Information: General (Criteria 1.1) (5 points)

1. Name of Firm, address of principal office, phone and fax numbers, contact person (with telephone and email address), website address
2. Contact Person(s) – limited to two persons per respondent firm
    a. Contact Name (s), title, telephone, email
3. Type of Business Organization (Corporation, Partnership, etc.)
    a. If your organization is a corporation, state the date of incorporation, the state of incorporation, president's name, vice president's name, secretary's name, and treasurer's name.
    b. If your organization is a partnership, state the date of organization, type of partnership, and names of general partners.
    c. If your organization is individually owned, state the date of organization and the name of the owner.
    d. If your organization is a form other than those listed above, please describe it and name your principals.
4. Year Founded; state how many years your organization has been in business in its current capacity; list any former names under which your organization has operated. If less than five years, previous experiences of principals is critical.
5. General Statement of Qualifications.
6. List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.
7. List jurisdictions in which your organization's partnership or trade name is filed.
8. Key personnel proposed to be assigned to the District
9. Registrations, licenses, and certifications
10. General experience and experience related to school district planning and construction. Include a list and brief description of **all major projects** performed in the last five years.
11. Experience related to design of Texas school buildings. Include a list and brief description of all major **Texas school projects** performed in the last five years.
12. If the Architect is not a firm with a local office,
    a. Indicate the means by which it acquired experience in the local area and knowledge of local construction practices, procedures, regulations, soil and environmental conditions.
    b. Also indicate the means by which a non-local architectural firm will communicate and collaborate with the District and community in the design of the building given the distance from the architect's office to the District.
13. State whether an officer or principal of your organization has been an officer or principal of another organization in the past five years when it failed to complete a project. If yes, provide details.

14. List the major projects your organization has in progress, giving the name and location of the project, owner, contract amount, percentage complete, and scheduled completion date.
15. List and explain claims and litigation involving the firm in the last 5 years including arbitration proceedings, including:
    a. Whether your organization has ever failed to complete any work awarded to it.
    b. if there area any judgments, claims, arbitration proceedings, or suits outstanding against your origination or its officers?
    c. If your organization has filed any lawsuits or requested arbitration with regard to projects within the last five years
16. Provide business references

Experience, Reputation and References (Criteria 2)

Experience, Reputation and References: Comparable Experience (Criteria 2.1) (18 points)

1. List the categories of work that your organization normally performs with its forces.
    - State the number of persons employed in the following positions, and if applicable, distinguish the number of each in the branch/office that would produce this work, including but not limited to:
      Registered Architects
      Registered Professional Engineers
      Architectural-Interns working toward license
      Administrators
2. Would you propose to do any work with your own forces or bid all work to subcontractors? If so, how long have you worked with each? (1 point)
    - Civil Engineering
    - Structural Engineering
    - Mechanical/Electrical/Plumbing Engineering
    - Other
3. List all construction projects your organization has in progress, giving the name and location of the project, owner, architect, contract amount, percent complete and scheduled completion

date. List any Change Orders and total construction dollars for each, if applicable. Please also list Original Project Completion Date and any updated Final Project Completion Dates.

4. List all construction projects your organization has performed in the last seven years. For each, include the name Owner, the name of the Project, a brief description of the Project, the budget for the Project, whether the Project completed on or before the date contracted for Substantial Completion, and whether the Project completed within the budget amount, and the reason for any additional amounts exceeding the original contract amount. List any Change Orders and total construction dollars for each, if applicable. Please also list Original Project Completion Date and Final Project Completion Date.
5. For the last five years, state the number of your firm's K-12 projects COMPLETED (construction substantially complete in that year) and the total construction dollars for those completed projects (a single total of construction dollars per year) for each year. List any Change Orders and total construction dollars for each, if applicable. Please also list Original Project Completion Date and Final Project Completion Date.
6. Please list all of your firm's previous experience with the District (Pleasanton ISD), including the name of project, and date of substantial completion; list all previous experience any of the proposed personnel have had with the District, including the name of the project and the date of substantial completion

Experience, Reputation and References: Reputation and References (Criteria 2.2) (15 points)

7. Within the last five years, has an officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details).
8. Describe your organization's concepts for working in a team relationship with the Owner and Architect during the design and construction of major projects.
9. Describe the most common problem or challenge that you have encountered in construction and your method for addressing the issue. (Maximum length: 2 pages.)
10. Please describe your firm's ability to complete projects on schedule, including the number of projects that have not been completed on schedule, and the reasons for such delay.
11. Provide the following information on five to eight completed K-12 projects that represent your firm's work and services over the last five years.

    Name of project/school
    Name of school district
    Contact person, title, and phone
    Contractor or CM
    Project size
    Construction cost
    Project description

12. Comment on your firm's current workload, commitments, and your capacity to manage the work of this RFQ at this time.
    - Provide the following information on your five current school district clients with whom you have the most work under contract (in terms of construction cost).

      District
      Contact person's title, phone, and email address
      Name and brief description of all recent projects completed in the last 12 months and each current project and the phase it is in.

Experience, Reputation and References: Claims/Disputes (Criteria 2.3) (10 points)

13. Comment on your firm's professional liability insurance and your commercial general liability insurance. Provide insurance company contact information.
    - Describe limits per claim, annual aggregate, and deductible.
14. Claims and suits: If the answer to any of the questions below is yes, please attach details:
    13.1 Has your organization ever failed to complete any work awarded to it?
    13.2 Are there any judgments, claims, arbitration proceedings or suits outstanding against your organization or its officers?

Proposer's Project Personnel/Qualifications (Criteria 3)

Proposer's Project Personnel and Qualifications: Program Management (Criteria 3.1) (12 points)

1. Identify your firm's proposed Project Manager and Site Superintendent who will work on the project. Provide a resume and references for each individual
2. Identify the person who will be primarily responsible for accounting for the Project and describe their qualifications to perform that function.
3. Identify the person who will be primarily responsible for cost estimating for the Project and describe their qualifications.

Proposer's Project Personnel and Qualifications: Succession Planning (Criteria 3.2) (5 points)

4. Identify your team's key personnel and process for replacement with equally qualified individuals if needed.

Proposer's Project Personnel and Qualifications: Project Approach (Criteria 3.3) (20 points)

5. Describe the team's overall project approach for this project and a description of planned efforts to provide quality work, meet schedules, and work within an agreed budget. (10 points)
    - Describe the process through which your firm will work with the District to produce the work pertaining to this RFQ. Provide an estimated timeline for architectural work and estimated project timeline.

Uniqueness Statement (Criteria 3.4) (5 points)

6. Provide a statement on what makes your project team unique and most qualified to perform architectural services for Pleasanton ISD's project (max 2 pages)? Please answer in essay form.

Financial Stability (Criteria 4)

Financial Stability: Financial Information (Criteria 4.1) (10 points)

1. Provide last 3 years of audited financial statements (licensed CPA firm required), including full balance sheet and income statements. Financials must include all subsidiaries and entities respective to the firm's overall interests.
2. Bank reference(s): Individual Name, Bank, Address, Phone and state how long.

SECTION E – CONTRACT EXCEPTIONS.

Dear Vendor,

Thank you for your interest in doing business with Pleasanton Independent School District. We look forward to doing business with you and appreciate the value your services could bring to our district. To begin the process, please complete the vendor packet attached. All vendor application packets must be typed or neatly printed. Upon completion, please return the vendor packet to PISD purchasing department at purchasing@pisd.us. The vendor application packet must be received and approved prior to doing business with PISD.
Incomplete vendor application packets will not be included in the PISD vendor database.

The PISD vendor application packet includes:

* **Vendor Application Form**: *To be completed by and signed by an authorized representative of the vendor.*
* **Form W-9**: *To properly comply with the IRS regulations, it is necessary for form W-9 to be completed for all payees. Line 1, 3a, 5, 6, part I, and part II must be completed. Line 2, 3b, and 4 are as applicable. For further detailed instructions, please go to www.irs.gov/FormW9.*
* **ACH Authorization Form**: *This method ensures the efficiency and promptness of timely payments*
* **Conflict of Interest Questionnaire**: *Must be completed even if there is no conflict of interest. Please enter vendor name, insert "N/A", sign and date.*
* **Felony Conviction Statement Notice**: *Must be completed with the appropriate selection, sign, and date.*
* **EDGAR page 1-3**: *Must be completed regarding Vendor's willingness and ability to comply with certain requirements which may be applicable to specific purchases using federal grant funds.*

Pleasanton Independent School District will issue purchase orders as the only method for all business transactions. An official signed purchase order with an authorized purchase order number affixed thereon is the only method for the purchase of supplies, materials, equipment, and/or services obligating PISD to payment. No payments will be made for work performed or goods delivered before a purchase order is issued. Vendors who commence work before they have received a valid purchase order do so at their own risk.

Any changes made to the vendor, such as ACH banking information, address change, etc. will require a new vendor packet to be completed to keep vendor information updated.

Note: Invoices should be emailed to accountspayable@pisd.us.

If you have any questions, please feel free to reach out to the PISD Business office at 830-569-1208.

Thank you,

Pleasanton ISD



Pleasanton Independent School District
1080 Blue Bonnet Dr.
Pleasanton, Texas 78064
830-569-1200

Vendor Information Application

Vendor Name: _____

Vendor DBA (if applicable): _____

Federal Tax ID/SSN: _____

Contact Person and Title: _____

Address: _____

City: _____ State: _____Zip Code: _____

Phone: _____Fax:_____

Email address: _____

Remittance Contact Person and Title: _____

Remittance Address: _____

City: _____ State: _____Zip Code:_____

Phone: _____*Remittance email*:_____

Please list any purchasing cooperative
your company has been awarded: _____

Type of commodity: _____

State, Government, Cooperative agency affiliation,
and Sole source status: _____

I hereby certify that the above information is true and correct. I further certify that I am an authorized representative of this vendor.

Vendor Authorized Representative (Print Name)	Title
Vendor Authorized Representative (Signature)	Date

*Please return the completed Vendor packet to purchasing@pisd.us.

This application form is intended for use in identifying vendors desiring to receive invitations to bid, quotes, and competitive sealed proposals (CSP) released by the Pleasanton Independent School District of Pleasanton, Texas, for various commodities, goods and services. Information that is submitted on this application is used solely for contact information and does not constitute approval status for a vendor. Submittal of this application is for the convenience of the Purchasing Department only and does not imply or guarantee to the submitter, the receipt of any invitation to bid, quote, or request for proposal released; nor does it imply or guarantee the award of any bid, proposal or quote, or any part thereof. Please note affiliation with state, government, cooperative agencies, and/or a sole source letter, if applicable for immediate approval to the awarded vendor list.

Thank you,
Pleasanton ISD
Purchasing Department

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

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

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

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 for Part II, later.

Sign Here **Signature of U.S. person** ► **Date** ►

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

ACH AUTHORIZATION FORM

COMPANY NAME:_____

NAME OF BANK:_____

BANK ADDRESS:_____

BANK ACCOUNT NUMBER:_____

ABA NUMBER:_____

ACCOUNT TYPE:_____

I hereby certify that I am duly authorizing account holder fully employed to legally bind the above reference bank account. By signing as the account holder, I hereby authorize Pleasanton Independent School District, to initiate ACH Credit entries to the financial account listed above.

AUTHORIZING ACCOUNT HOLDER TO WHOM INQUIRES CONCERNING ACH TRANSFERS ARE TO BE DIRECTED :

NAME:_____

ADDRESS:_____

WORK PHONE: _____ CELL PHONE:_____

EMAIL ADDRESS:_____

SIGNATURE:_____ DATE:_____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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

FELONY CONVICTION NOTICE

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

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Please mark appropriate choice.

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

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

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

Name of Felon(s): _____

Details of Convictions(s):_____

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

_____

Printed Authorized Company Official's Name

_____

Signature Authorized Company Official's Name

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS

Federal Executive Order 12549 requires the **Pleasanton Independent School District (District)** to screen each covered potential contractor/grantee to determine whether each has a right to obtain a contract/grant in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor/grantee must also screen each of its covered subcontractors/providers.

In this certification "contractor/grantee" refers to both contractor/grantee and subcontractor/subgrantee; "contract/grant" refers to both contract/grant and subcontract/subgrant.

By signing and submitting this certification the potential contractor/grantee accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract/grant was entered into. If it is later determined that the potential contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the District may pursue available remedies, including suspension and/or debarment.

2. The potential contractor/grantee shall provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor/grantee learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

3. The words "covered contract," "debarred," "suspended," "ineligible," "participant," "person," "principal," "proposal," and "voluntarily excluded," as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.

4. The potential contractor/grantee agrees by submitting this certification that, should the proposed covered contract/grant be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the District, as applicable.

   Do you have or do you anticipate having subcontractors/subgrantees under this proposed contract? ☐ **YES** ☐ **NO**

5. The potential contractor/grantee further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts and Grants" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.

6. A contractor/grantee may rely upon a certification of a potential subcontractor/subgrantee that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract/grant, unless it knows that the certification is erroneous. A contractor/grantee must, at a minimum, obtain certifications from its covered subcontractors/subgrantees upon each subcontract's/subgrant's initiation and upon each renewal.

7. Nothing contained in all the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor/grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for contracts/grants authorized under paragraph 4 of these terms, if a contractor/grantee in a covered contract/grant knowingly enters into a covered subcontract/subgrant with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in the transaction, in addition to other remedies available to the federal government or District may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS

Indicate which statement applies to the covered potential contractor/grantee:

☐ The potential contractor/grantee certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/grant by any federal department or agency or by the State of Texas.

☐ The potential contractor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor/grantee must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

NAME OF POTENTIAL CONTRACTOR/GRANTEE _____

VENDOR ID NO./FEDERAL EMPLOYER'S ID NO. _____

DUNS Number: _____

CAGE Code: _____

_____ _____

Signature of Authorized Representative | Printed/Typed Name of Authorized Representative

_____

Date

THIS CERTIFICATION IS FOR FY2026, FY2027

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective contractor/grantee is providing the certification set out below.
2. The inability of a contractor/grantee to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor/grantee shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective contractor/grantee to furnish a certification or an explanation shall disqualify such contractor/grantee from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If is later determined that the prospective contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the District may terminate this transaction for cause or default.
4. The prospective contractor/grantee shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective contractor/grantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective contractor/grantee agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective contractor/grantee further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions, "provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the District may terminate this transaction for cause or default.

Texas Government Code 2270 & 2252 Verification Form

Texas 2017 House Bill 89 has been signed into law by the governor and as of September 1, 2017 will become law codified as Texas Government Code § 2270 and 808 et seq.

The relevant section addressed by this form reads as follows:
Texas Government Code Sec. 2270.002. PROVISION REQUIRED IN CONTRACT. A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

I,_____as an authorized representative of

_____, a contractor/vendor
Insert Name of Company

engaged by:

Pleasanton Independent School District
Business Office
1080 Blue Bonnet Dr.
Pleasanton, TX 78064

verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future. I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

AND

our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 and 2252 found at
https://comptroller.texas.gov/purchasing/publications/divestment.php

I swear and affirm that the above is true and correct.

_____
Signature of Named Authorized Company Representative

Executed in _____ County, State of _____, on the _____ day of _____ 20_____.

THIS CERTIFICATION IS FOR FY2026, FY2027

RFQ ATTACHMENT C

Acknowledgement of Addenda

I, _____, acknowledge receipt of the following Addendums to the Request for Qualifications for Architect issued by Pleasanton Independent School District, on behalf of the Respondent listed below:

Addendum No.___. Dated:_____Entitled: _____

Addendum No.___. Dated:_____Entitled: _____

Addendum No.___. Dated:_____Entitled: _____

Addendum No.___. Dated:_____Entitled: _____

□ Not Applicable

Respondent's Business Name: _____

Signature: _____

Printed Name and Title: _____

RFQ ATTACHMENT D

SIGNATURE PAGE AND DECLARATION OF COMPLIANCE

Check (˜) the box that indicates business structure of Respondent:

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

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

_____ _____

11-digit Comptroller's Taxpayer Number Employer Identification No.

_____

Respondent Organization Name

By: _____

Printed Name: _____

Title: _____

By: _____

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

Printed Name: _____

Title: _____

I understand that until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the Business .

The information contained herein is true and accurate to the best of my knowledge. By signing above, the firm agrees to allow the District to contact references given and that the information regarding the size and scope of each project is accurate. Further, the signature above certifies that this RFQ Response has been completed with no collaboration with other firms competing on the same project.

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

By signing and executing this Response to the Request for Qualifications, I further certify on behalf of my organization and represent to the District that Respondent has not offered, conferred or agreed to confer any pecuniary benefit, as defined by **TEXAS PENAL CODE ANN. § 218**, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this Response to the Request for Qualifications; the Respondent also certifies and represents that Respondent has not offered, conferred or agreed to confer a pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this Statement of Qualifications; the Respondent certifies and represents that Respondent has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the District concerning this Qualifications Statement on the basis of any consideration not authorized by law; the

Respondent also certifies and represents that Respondent has not received any information not available to other Respondent so as to give the undersigned a preferential advantage with respect to this proposal; the Respondent further certifies and represents that Respondent has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Respondent will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in return for the person having exercised the person=s official discretion, power or duty with respect to this Response to the Request for Qualifications; the Respondent certifies and represents that it has not nor and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in connection with information regarding this Request for Qualifications, the submission of this Response to the Request for Qualifications, the award or performance of a contract in connection with its Request for Qualifications.

END OF RFQ
DOCUMENTS