

**GRANBURY INDEPENDENT SCHOOL DISTRICT**  
**600 West Bridge Street, Suite 6**  
**Granbury, TX 76048**  
**Phone (817) 408-4015**  
**Fax (817) 408-4033**

**Annual Contract for Tee Shirts & Miscellaneous Clothing Items**

You are hereby invited by the Granbury Independent School District to submit a competitive sealed proposal for an annual contract for tee shirts and miscellaneous clothing items to be purchased on an as needed basis. Proposals 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.

**Submission Deadline:**  
**January 6, 2012 at 2:00 P.M.**

**\*\*\*District offices will be closed December 17, 2011 through January 1, 2012 for the Christmas break.\*\*\***

\_\_\_\_\_  
**NAME OF VENDOR**

\_\_\_\_\_  
**PRINTED NAME & TITLE OF PERSON SUBMITTING PROPOSAL**

\_\_\_\_\_  
**SIGNATURE OF PERSON SUBMITTING PROPOSAL**

\_\_\_\_\_  
**MAILING ADDRESS**

\_\_\_\_\_  
**PHONE NUMBER**

\_\_\_\_\_  
**FAX NUMBER**

**GRANBURY INDEPENDENT SCHOOL DISTRICT  
600 W. BRIDGE, SUITE 6  
GRANBURY, TEXAS 76048**

**REQUEST FOR COMPETITIVE SEALED PROPOSAL**

The Granbury Independent School District is accepting competitive sealed proposals as specified in this document for an annual contract to provide tee shirts and miscellaneous clothing items on an as needed basis. Proposals will be received at the Business Office, Granbury ISD, 600 W. Bridge Suite 6, Granbury, Texas 76048 until:

January 6, 2012 @ 2:00 P.M. for Annual Contract for Tee Shirts & Miscellaneous Clothing Items

Any bid received later than the specified time, whether delivered in person or mailed shall be disqualified. Any questions pertaining to the proposal procedure should be addressed to Debbie Johnson at 817-408-4024. Any questions pertaining to the proposal specifications should be directed in writing to Sharay Boynton, Executive Director of Finance at [sharay.boynton@granburyisd.org](mailto:sharay.boynton@granburyisd.org) or by fax to 817-408-4033.

The evaluation criteria herein will be used to determine which of the proposals provide the best value for GISD. GISD reserves the right to request post-proposal modifications, including best and final offers. GISD also reserves the right to accept or reject any or all proposals, to waive all technicalities, and to accept the proposal(s) that is/are determined to be the most favorable to GISD without any further negotiation or discussion. Recognizing that there are important considerations other than price, GISD may not necessarily award to the lowest offeror.

Granbury ISD accepts no financial responsibility for any costs incurred by any offeror in the course of responding to this proposal. All offers will remain open for acceptance by Granbury ISD for a period of ninety (90) days from proposal deadline.

**SCOPE OF PROPOSAL**

It is the intent of Granbury Independent School District, hereinafter referred to as GISD, to solicit proposals from various firms for an annual contract for tee shirts and miscellaneous clothing items to be purchased on an as needed basis. Estimated annual expenditures are anticipated to be between \$15,000 and \$25,000. This estimate, however, should not be construed to be a guarantee of either a minimum or maximum as quantities are dependent upon need and available funding. Multiple vendors will be approved for purchases. End users will be instructed to quote the items from any two vendors on the approved list.

The contract period will be from February 1, 2012 (or written notification of award if after that date) through January 31, 2013 with the option to renew for two additional years in one year increments. GISD 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 vendor provides written notification 90 days prior to contract expiration stating they do not want to renew. If renewing, any proposed changes to the terms and conditions for the renewal period must be received prior to the 90 day timeframe for consideration by the district.

**INTRODUCTION**

Granbury ISD is a Class 4A school district with a student enrollment of approximately 6800. The administrative and support departments employ approximately 850 staff members.

### INSTRUCTIONS TO PROPOSERS

1. **An original and one (1) copy of the Proposal form**, typewritten or printed/written in ink, must be submitted to Granbury Independent School District, 600 W. Bridge Suite 6, Granbury, Texas 76048. The copy of the proposal must be stamped “**copy**”. The proposal must be properly labeled on the **OUTSIDE** of the envelope as follows:

#### PROPOSAL ENVELOPES SHALL BE PLAINLY MARKED

SEALED PROPOSAL FOR:	PROPOSAL NO: 2012-02
<b><u>Annual Contract for Tee Shirts and Miscellaneous Clothing Items</u></b>	

PROPOSAL DEADLINE: January 6, 2012 @ 2:00 P.M.

2. The offeror 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 offeror's responsibility to have the proposal correctly mailed or delivered and in the Business Office by the specified date and time for opening. Any proposal received later than the specified time, whether delivered in person or mailed shall be disqualified. At the deadline date and time the names of the offerers will be read aloud. No cost information will be disclosed.
5. Erasures, interlineation or other modifications in the proposal must be initialed by a person authorized to sign the vendor offer.
6. 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 GISD.
7. Periods of time, stated as days, shall be calendar days.
8. It is the responsibility of the vendor to examine the entire proposal 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 vendor(s) whose proposal best conforms to the invitation and will be the most advantageous to GISD with respect to conformity to the specifications and other factors. Other factors to be considered may include but are not limited to, vendor's past performance on other contracts with GISD.
10. GISD notwithstanding any other provision of the Request for Proposal (including all attached documents), expressly reserves the right to:
  - A. Waive any informality in any proposal procedure.
  - B. Reject any or all proposals
  - C. Reissue a Request for Proposal
11. A proposal in response to a Request for Proposal is an offer by a bidder to contract with GISD based upon the terms, conditions and specifications contained in GISD's proposal invitation. Proposals do not become contracts unless and until they are accepted by the Board of Trustees of GISD or in accordance with the District procurement rules.
12. Granbury ISD assumes no financial responsibility for any costs incurred by any proposer in the course of responding to a request for proposal.

## **1.0.0 GENERAL TERMS AND CONDITIONS FOR PROPOSALS**

- 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 proposal forms issued herewith.
- 1.2.0 **WITHDRAWAL OF PROPOSALS** - Any proposal may be withdrawn in writing prior to the date and time set for receipt of proposals. Any proposal 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 GISD.
- 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. Proposals on any reputable manufacturers regularly produced product of such items similar and substantially equivalent will be considered.
- 1.4.0 **PROPOSAL FORMS** - Deviations to any conditions and/or specifications shall be conspicuously noted in writing by the offeror and shall be included with the proposal. All proposals shall be submitted on the proposal form provided herein. Each proposal 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 proposal rejection.**
- 1.5.0 **SEALED PROPOSALS ONLY: Faxed Proposals** will not be accepted by GISD since the fax process does not provide for delivery of a sealed proposal.
- 1.6.0 **ADDENDA** – If necessary, will be issued by GISD to all those known to have received a complete set of proposal documents.
- 1.7.0 **CONTRACTS** – Contracts for purchases will be put into effect by means of a purchase order after the proposal 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 Granbury I.S.D. Board of Education. 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.
- 1.10.0 **UNIFORM COMMERCIAL CODE** - All contracts and agreements between merchants and the Granbury 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. Granbury 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 Contractor 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. Vendors must provide a detailed Statement of Guarantee, Replacement Policy and Refund Policy. Contractors shall guarantee all equipment and materials to meet the specifications of this bid/proposal. Any deviation from specifications must be so noted on the bid/proposal form.

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

1.13.0 **PRICING CRITERIA**

- 1.13.1 **State Sales Tax Exemption** – The Granbury 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 vendors are instructed not to include the Texas State Sales Tax in their proposals.
- 1.13.2 **Pricing** – All prices shall remain firm for the term of the contract unless otherwise specified and are to be quoted F.O.B. (shipping charges to be included in price) Granbury I.S.D., inside delivery.
- 1.13.3 **Procedure** – Payment policies, and **ALL** pricing must be detailed in this document. Any policy, price, handling charge, delivery charge, or any other fee not detailed in this document will in no case be the responsibility of the Granbury Independent School District.
- 1.13.4 **Cost Extension/Discount** – Quote unit price on quantity specified, extend and show totals where requested. In case of errors in extension, unit prices quoted will govern. If price totals reflect any additional discount, such discount shall be noted on the proposal form.

- 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 Granbury 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, Contractor 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 Contractor shall provide engineer certified drawings for the school district and all agencies requiring permits including, but not limited to the City of Granbury, and all applicable fire marshals.

- 1.16.0 **SITE EXAMINATION** -\_All contractors are encouraged to visit the construction/installation site prior to submitting a proposal. **Failure to visit the site or to attend any scheduled pre-proposal conference will not relieve contractor 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. Contractors 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 offeror.

- 1.18.0 **VENDOR NON-PERFORMANCE** – If at any time, the vendor fails to fulfill or abide by the terms and conditions or specifications of the contract, GISD reserves the right to:
- 1) purchase on the open market and charge the vendor the difference between contract price and actual purchase price
  - 2) deduct such charges from existing invoice totals currently due
  - 3) cancel within thirty (30) days written notification of intent and remove the vendor from the active proposal file for a period of time not less than one (1) year
  - 4) re-propose the service/product
  - 5) award to next lower responsible offeror, if accepted by same
  - 6) recover incidental and consequential damages
- 1.19.0 **ASSIGNMENTS AND SUBCONTRACTING** – No part of this order may be assigned or subcontracted without the prior written approval of GISD. Payment can only be made to the supplier named in this order.
- 1.20.0 **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”**.
- 1.21.0 **DISCLOSURES** – Offerer shall note any and all relationships that might be a conflict of interest and include such information with the proposal.
- 1.22.0 **SAMPLES** – When called for, samples shall be submitted with the proposal 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 vendor’s 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 GISD.
- 1.23.0 **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 judgements on account.
- 1.24.0 **INSURANCE** – The Contractor 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 Contractor 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. 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

The Granbury Independent School District shall be named as an additional insured on the contractor's policy as to the subject project.

Specific insurance requirements for this proposal will be stated in the Special or Technical Terms and Conditions Section.

- 1.25.0 **DETERMINATION OF QUALITY** – GISD 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.**
- 1.26.0 **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 Granbury I.S.D. All invoices shall be itemized as to quantity, part number and description. In addition, all invoices must show the Granbury 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 Granbury Independent School District, 600 W. Pearl, Granbury, TX 76048, 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.
- 1.27.0 **VENUE** – This agreement shall be governed by and construed in accordance with the laws of the State of Texas, and venue shall lie in Hood County, Texas.
- 1.28.0 **EVALUATION** – Granbury ISD may consider the evaluation factors listed in Texas Education Code, Chapter 44, Subchapter B, Section 44.031(b) in making district awards. GISD also may consider any evaluation factor specifically listed in Section 2.0.0 Statement of Work/Special Terms and Conditions or listed in the evaluation criteria in 4.0.0.
- 1.29.0 **PREVAILING WAGE RATES** – For all public work contracts, all wages paid shall be in compliance with Local Government Code 2258.021.
- 1.30.0 **WORKER'S COMPENSATION INSURANCE** - Any contractor who will construct a public works project in Texas must present evidence of worker's compensation insurance. Worker's compensation insurance, if required for other projects will be addressed in the Statement of Work/Special or Technical Terms.
- 1.31.0 **TEXAS HAZARD COMMUNICATION ACT** – Successful vendor(s) 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.
- 1.32.0 **ADDENDA** – Any addendum issued to makes changes to the terms and conditions in this proposal shall be issued by the Executive Director of Finance and posted on the district web site. It shall be the vendor's responsibility to check the district web site for any addenda at [www.granburyisd.org](http://www.granburyisd.org) posted under "bid opportunities"

## **2.0.0 STATEMENT OF WORK/SPECIAL OR TECHNICAL TERMS AND CONDITIONS**

- 2.1.0 Scope: Granbury intends to enter into an annual contract to provide tee shirts and miscellaneous clothing on an as needed basis. GISD reserves the right to accept or reject any or all offers or any part thereof, and to waive any or all formalities. GISD reserves the right to award the contract to multiple vendors to create an approved vendor list. The end users will contact any two of the vendors on the list to request quotes for the specific items needed. Clothing to include but not be limited to the following: tee shirts, short/long sleeve oxford style shirts, short/long sleeve knit shirts, polo shirts, windbreakers/jackets, sweatshirts, vests, caps, etc.
- 2.2.0 All cost quoted shall include any shipping or handling charges, any embroidery charges, print screen charges, monogramming charges, etc. The job is to be quoted as a completed product delivered FOB (free on board) to Granbury ISD.
- 2.3.0 Any deviation from the specifications set forth herein must be clearly pointed out, otherwise it will be considered that services and products offered are in strict compliance with these specifications and the successful vendor shall be held responsible thereof. Deviations shall be fully explained in detail.
- 2.4.0 Award of this proposal is not limited to one vendor.
- 2.5.0 Vendor shall be an authorized dealer for the brands offered. Any brand quoted shall be the brand that is provided.
- 2.6.0 All deliveries are inside delivery. Granbury ISD does not have loading docks or a central receiving location.
- 2.7.0 Delivery times will be provided in the quote. Failure to deliver as specified may remove your company from the approved vendor list for future orders.
- 2.8.0 Evaluation shall be based on best value method to determine the awarded vendors. The evaluation criteria are the criteria listed in Texas Education Code, Section 44.031 and any additional criteria listed in this document. The district shall determine the score for each criteria on a scale starting with zero (0), with the best score being the assigned number for that criterion and the best total overall score of 100.
- 2.9.0 Failure to quote the items within the timeframe requested by the district shall disqualify your company from consideration. Repeated failure to quote may remove your vendor name from the approved vendor list under this contract.
- 2.10.0 If the district needs some additional items to match an order that was previously quoted, the district reserves the right to order from the company that provided the original order without going out for quote, if the additional items are needed within 90 days of the original order.
- 2.11.0 The district will make requests for quotes by e-mail or by fax.
- 2.12.0 Granbury ISD does not guarantee any minimum or maximum amount of purchases as purchases are dependent upon need and available funding.
- 2.13.0 Granbury ISD reserves the right to accept any minor modifications to the terms and conditions at the time of renewal if the district determines it is in the best interest of the district to do so.
- 2.14.0 Interlocal Agreement Clause: Granbury ISD is a member of the Educational Purchasing Cooperative of North Texas (EPCNT). Other members of the EPCNT are eligible to, but not obligated to, purchase under the contract(s) awarded as a result of this solicitation. All purchases by districts other than Granbury ISD will be billed by the awarded vendor to that district and paid by the participating district. Granbury ISD will not be responsible for another district's purchases or debts. Each district will place its own order as needed. For more information regarding the EPCNT and to view a list of participating districts, visit the website at the following address: <http://www.lisd.net/purchasing/NTEPChomepage1.htm> . Please indicate on the bid form under Section 3.0.0, item K, your intention to extend, or not to extend, the discount quoted to other member districts of EPCNT.

**3.0.0 BID FORM**

**A. Brands Available:** Identify the brands below that you can provide. If you have additional brands, you may attach a separate sheet.

- Adidas \_\_\_\_\_
- Alternative \_\_\_\_\_
- Anvil \_\_\_\_\_
- Augusta \_\_\_\_\_
- BAW \_\_\_\_\_
- Beefy-T \_\_\_\_\_
- Bella \_\_\_\_\_
- Broder \_\_\_\_\_
- Champion \_\_\_\_\_
- Charles River \_\_\_\_\_
- Columbia \_\_\_\_\_
- Dunbrooke \_\_\_\_\_
- Fruit of the Loom \_\_\_\_\_
- Gildan \_\_\_\_\_
- Hanes \_\_\_\_\_
- Harriton \_\_\_\_\_
- Izod \_\_\_\_\_
- Jerzees \_\_\_\_\_
- Nike \_\_\_\_\_
- Outer Banks \_\_\_\_\_
- Ping \_\_\_\_\_
- Port Authority \_\_\_\_\_
- Pro Celebrity \_\_\_\_\_
- Reebok \_\_\_\_\_
- SanMar \_\_\_\_\_
- Tonix \_\_\_\_\_
- TriMountain \_\_\_\_\_

**B. Services available**

- Custom Print Screen \_\_\_\_\_
- Monogramming \_\_\_\_\_
- Custom Logo Embroidery \_\_\_\_\_

**C. Color choices:** Identify any of the following colors that would **not** be available.

Black \_\_\_\_\_, white \_\_\_\_\_, gray \_\_\_\_\_, heather \_\_\_\_\_, Vegas Gold \_\_\_\_\_, purple \_\_\_\_\_

**D. Artwork:** Identify below the format your company would require for any artwork.

\_\_\_\_\_

**E.** Identify any minimum order amount. (Number of shirts per order, dollar amount, etc.)

\_\_\_\_\_

**F.** Identify the average number of days to receive the order after receipt of the purchase order.

\_\_\_\_\_

**G.** Does your company provide catalogs or do you have a web site where the end user can see the options available? If a website, provide the web site address.

\_\_\_\_\_

If catalogs, would you provide a copy, at no charge, to the individual campuses and the purchasing office (approximately 12 locations)?

\_\_\_\_\_

**H.** Would your company designate a contact person for the district? If so, please provide the name of the contact along with their fax number and e-mail address.

\_\_\_\_\_ Name (please print)

\_\_\_\_\_ Fax number

\_\_\_\_\_ E-mail address

**I.** How long has your company been in business under the current company name?

\_\_\_\_\_

**J.** How will items be delivered? (UPS, hand delivery, etc.)

\_\_\_\_\_

**K.** Will you extend the terms and conditions of this proposal to other member districts of the Educational Purchasing Cooperative of North Texas? \_\_\_\_\_ yes \_\_\_\_\_no

**THE BID FORM MUST BE COMPLETED AND SUBMITTED**

**4.0.0 EVALUATION AND SELECTION**

All of the criteria listed in Texas Education Code 44.031 (b) (1-8) were considered. Some of the criteria considered to be of less importance were assigned a weight of zero (0) for this proposal.

- 1. Purchase price (all items to be quoted at time of need) \_\_\_0\_ points
- 2. Reputation of the vendors and the vendor's goods and services \_\_\_15\_ points
- 3. Quality of the vendor's goods and services \_\_\_15\_ points
- 4. Extent to which the goods or services meet the district's needs \_\_\_20\_ points
- 5. Vendor's past relationship with the district \_\_\_5\_ points
- 6. Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses \_\_\_0\_ points
- 7. Long term cost to the district to acquire the vendor's goods or services \_\_\_0\_ points
- 8. Any other relevant factor specifically listed below: \_\_\_45\_ points
  - a) Average number of calendar days to deliver after receipt of order
  - b) Minimum amounts for free delivery and shipping charges
  - c) Consideration of catalogs/web site available
  - d) Artwork requirements

**Any exceptions or deviations to specifications must be addressed below:** (Failure to identify none, shall mean none will apply.)

**Conflict of Interest Disclosures:**

As a requirement of LGC 176.006, vendors are required to disclose any conflict of interest. If you have a business relationship with any of the following individuals that may be a conflict of interest, you will need to complete the Conflict of Interest Questionnaire (CIQ) attached. Information related to this requirement and the types of disclosures to be made is located at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

**Granbury ISD Board of Trustees:**

Charlie Cloud  
Barbara Herrington, Ed.D.  
Micky Shearon  
Nancy Alana  
Mark Jackson  
B.J. Wallace  
Don Walton

**Granbury ISD Superintendent:**

Ron Mayfield

**THIS PAGE MUST BE SUBMITTED**

**5.0.0 EXECUTION OF OFFER**

By signature hereon, the offeror 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, offeror 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 offeror hereby certifies that neither the offeror nor the firm, corporation, partnership or institution represented by the offeror 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.

Granbury ISD does not discriminate because of race, religion, color, sex, national origin or handicaps. Having carefully examined the Proposal Request, Terms, Conditions, Specifications and Proposal Form, 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: \_\_\_\_\_

REMIT TO ADDRESS (IF DIFFERENT): \_\_\_\_\_

\_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**

**6.0.0 VENDOR REFERENCES**

References: School District or business references which your company has provided same/similar goods or services as those being bid. 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.

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**



**GRANBURY INDEPENDENT SCHOOL DISTRICT  
600 W. BRIDGE, SUITE 6  
GRANBURY, TEXAS 76048**

**FELONY CONVICTION NOTIFICATION**

State of Texas Education Code, Chapter 44, Subchapter B, 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. This 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 service performed before the termination of the contract."

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.

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

\_\_\_\_\_ 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**

**GRANBURY INDEPENDENT SCHOOL DISTRICT  
600 W. BRIDGE, SUITE 6  
GRANBURY, TEXAS 76048**

**NO BID NOTIFICATION**

The Granbury 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 Granbury 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.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Bid/Proposal Title

\_\_\_\_\_  
Address (city, state, zip)

\_\_\_\_\_  
Phone

**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.

<b>OFFICE USE ONLY</b>
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

For more information related to this form, or if you cannot read this form, go to [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

**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"/> Other ▶ .....	
<input type="checkbox"/> Exempt from backup withholding	
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:

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. person (including a U.S. resident alien).

**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.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

**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.

**U.S. person.** 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.

In 3 above, 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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
  - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
  - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- 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**

## **PROCUREMENT**

### **Instructions For Certification**

- **1.** By Signing and submitting the form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
- **2.** The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies available, including suspension and/or debarment.
- **3.** The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- **4.** The terms "covered transactions," "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 rules implementing Executive Order 12549.  
You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- **5.** The prospective lower tier participant agrees by submitting this form 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 with which this transaction originated.
- **6.** The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- **7.** A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that 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 eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
- **8.** 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.
- **9.** Except for transactions authorized under paragraph 5 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 department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

PROCUREMENT

**U.S Department of Agriculture**

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

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' 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 attached instructions.)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) When 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.

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Organization Name	PR/Award Number or Project Name
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Name and Title of Authorized Representative

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Signature	Date
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**THIS PAGE MUST BE SIGNED AND COMPLETED**

## PROCUREMENT

### Certification Regarding Lobbying

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

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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 a 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 or will be paid by or on behalf 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 an 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, "disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned 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-recipients shall certify and disclose accordingly.

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Name/Address of Organization

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Name/Title of Submitting Official

---

Signature

---

Date

**THIS PAGE MUST BE SIGNED AND COMPLETED**

## *PROCUREMENT*

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

The disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The 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 any 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 the 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 appropriate 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 of the 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 1<sup>st</sup> tier. Sub-awards include 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. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). 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 for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
  16. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

16. 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.
16. Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employees(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form print his/her name, title, and telephone number.

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



***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 reporting 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 : \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND COMPLETED**

**NON-DISCRIMINATION STATEMENT**  
**EQUAL EMPLOYMENT OPPORTUNITY**

\_\_\_\_\_

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

In accordance with Federal Law and U.S. Department of Agriculture policy, Granbury ISD 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 (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**THIS PAGE MUST BE SIGNED AND COMPLETED**