January 31, 2017

The Seguin Independent School District is accepting proposals by mail or at the Seguin ISD Purchasing Department, 1221 E Kingsbury St, Seguin, TX 78155 for RFP#17-03 Seguin High School Campus Signage Project, for signs and the installation of signs for the new Seguin High School campus classrooms, athletic rooms, storage rooms, building/maintenance rooms, office areas, common areas and all other areas specified on included documentation.

There will be a mandatory pre-proposal conference on Thursday, February 23, 2017 at 1:00 p.m. in the Seguin ISD Administration Building located at 1221 E Kingsbury St, Seguin, TX 78155. This meeting will include a walk-through of the new facility. The RFP package may be found in its entirety at:

http://www.seguin.k12.tx.us/page/business.bids

Proposals will be received for RFP#17-03 Seguin High School Campus Signage Project, until Thursday, March 9, 2017 at 2:00 p.m. Proposals will be opened and read as soon as reasonably practical after the deadline. Proposals will not be public information until a recommendation has been made, as the RFP process allows for negotiation with vendors after the opening. The opening will take place in the Seguin ISD Purchasing Department at 1221 East Kingsbury, Seguin, TX 78155.

Bid envelopes must be plainly marked with the RFP number and description, to the attention of Jalynn Hubble, Purchasing Department. The Purchasing Department may open unmarked submissions to properly identify them. Bidders are therefore advised to correctly mark their submissions in order to protect the integrity of their bid and to fully avail themselves to the request for proposal process.

Bidders accept all responsibility for forwarding the bid to the address above within the specified time or it will be returned unopened. If the envelope does not reflect a return address, it will be opened for the sole purpose of obtaining the return address.

The Seguin Independent School District reserves the right to accept or reject any or all proposals in the best interest of the district and to waive any formalities or irregularities in the RFP process.

Contacts: Bill Lewis – (830) 401-8642 or Blewis@seguin.k12.tx.us
Aaron Miranda - (830) 401-8634 or Amiranda@seguin.k12.tx.us
Jalynn Hubble - (830) 401-8621 or Jhubble@seguin.k12.tx.us
January 31, 2017

The following information **must be returned** along with any other information that you feel would be of benefit to your proposal. **This information must be placed in a plainly marked envelope with RFP number and description.**

RFP#17-03 Seguin High School Campus Signage Project

**Name of Company:**___________________________________________________________

_______ Affidavit of Non-Collusion, Non-Conflict of Interest, Anti-Lobbying (Page 9) please complete and return.

_______ Felony Conviction Notice (Page 10) please complete and return.

_______ Conflict of Interest Questionnaire (Pages 11-12) please complete and return.

_______ Bid Document and Addendum (Page 13) please complete and return.

_______ References (Page 14) please complete and return.

_______ Exception Form (Page 15) please complete and return.

_______ Proposal Form (Pages 16-17) please complete and return.

_______ No bid at this time, please keep my company on your bid list.
GENERAL TERMS AND CONDITIONS
RFP#17-03 Seguin High School Campus Signage Project

1. APPLICABILITY
   These conditions are applicable and form a part of the contract documents in each equipment and/or service contract and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and bid forms issued herewith.

2. FINALITY AND CORRECTNESS
   All bids shall be deemed final, conclusive and irrevocable, and no offer shall be subject to correction or amendment for errors or miscalculations by the bidder. Bids may be withdrawn or amended until the date and time due, at which time they become the sole property of Seguin Independent School District.

3. WITHDRAWAL OF BIDS
   Will not be allowed for a period of ninety (90) days following the bid opening.

4. SPECIFICATIONS
   May be those developed by the Using Department or by the Manufacturer to represent items of regularly manufactured products.

5. DISTRICT SPECIFICATIONS
   Have been developed by the Using Department to show minimal standards as to the usage, materials, and contents based on their needs.

6. MANUFACTURER’S SPECIFICATIONS
   (Design Guide), when used by Seguin Independent School District, are to be considered informative to give the bidder information as to the type and kind requested. Proposals on any reputable manufacturer’s regularly produced product of such items similar and substantially equivalent will be considered. The Burden of Proof of Compliance with this specification will be the responsibility of vendor. If bidding other than the Brand specified vendor shall submit specifications on the item with the bid and a sample may be requested later by the district. Material safety data sheets must accompany all chemical shipments.

7. BIDS SHALL BE SUBMITTED ON THESE FORMS
   Deviations to the General Conditions and/or Specifications shall be conspicuously noted in writing by the bidder and shall be included with the bid. In case of error in extension, unit price shall govern. Bids received after the date and time of bid opening of the specified bid will not be considered. Bids received without proper signature will not be accepted.

8. ONLY SEALED BIDS ARE ACCEPTABLE
   Faxed bids will not be accepted by Seguin Independent School District since the fax process does not provide the delivery of a sealed bid.
9. QUANTITIES REQUIRED
Are substantially correct, but Seguin Independent School District reserves the right to purchase additional quantities above the quantities stated at the same unit price unless otherwise specified by the bidder. Seguin Independent School District also reserves the right to solicit additional bids based on larger quantities of the items stated therein, as it solely deems in the best value of the district. Seguin Independent School District does not guarantee any annual volume.

10. SHIPPING AND DELIVERIES
Required in this bid shall be freight prepaid, F.O.B. destination, unloaded, unless delivery terms are specified otherwise in the bid or on the purchase order. Discount bids shall include all handling and shipping costs. Seguin Independent School District cannot and will not accept tail-gate deliveries, unless specified otherwise in the contract or on the purchase order. All deliveries of purchase orders resulting from this bid will be made to the delivery location specified on the purchase order. Deliveries shall be made and articles shall be placed inside the school building or district facility in the room(s) designated, at no additional charge. Contractor is required to call the Department specified on the purchase order, twenty-four (24) hours prior to delivery.

11. RETURNS
Seguin Independent School District reserves the right to return damaged, defective, or materials shipped in error, at the bidder’s cost, for exchange or credit within thirty (30) working school days of receipt of such materials.

12. DELIVERY TIME
Deliveries from any resulting contracts of this bid are to be made within thirty (30) days from the date of the purchase order or the date agreed upon. If the contractor is unable to deliver within thirty (30) days from the date of the purchase order, or in the manner specified in the contract, Seguin Independent School District reserves the right to purchase the same or like goods on the open market and charge the difference to the contractor, deduct charges from existing invoice totals due at the time, or cancel the contract.

13. WARRANTY CONDITIONS
For all supplies and/or equipment shall be considered manufacturer’s minimum standard warranty unless otherwise agreed in writing. Bidder shall be an authorized dealer, distributor or manufacturer for the product. Equipment bids received shall be for new equipment only. Substitutions for new equipment must be clearly stated in writing.

14. NO REPLACEMENT OR DEFECTIVE TENDER
Every tender or delivery of goods must fully comply with all provisions of this contract as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and the Contractor shall not have the right to substitute a conforming tender, provided, where the time for performance has not yet expired the Contractor may reasonably notify the District of his intention to cure and may then make a conforming tender within the contract time but not afterward.
15. SAMPLES
Samples, when requested must be clearly marked with the name of the vendor, name of the product, solicitation number and opening date, and item number. Samples must be delivered at no charge to the Purchasing Department of Seguin Independent School District, and becomes the property of the District, unless otherwise specified. The District reserves the right to destroy samples when it is considered necessary for the purpose of testing. Samples not mutilated or destroyed will be returned to the bidder at the bidder’s expense, if such return is requested in the bid.

16. QUESTIONS
Concerning this bid shall be addressed to Aaron Miranda in the Purchasing Department at (830) 401-8634.

17. VENDORS WHOM DO NOT BID
Any vendor who fails to respond to three (3) consecutive bids will be purged from the mailing list for any additional bids. Vendors are requested to notify the Seguin Independent School District in writing or return the cover sheet of this bid.

18. EVALUATION OF BID
Takes into account the following considerations: price, quality, need, suitability for the intended use, probability of continuous availability, vendor references, vendor’s service and date of proposed delivery and placement. Ongoing documentation by Seguin Independent School District Purchasing Department regarding a company’s past performance will be used in determining the bidder’s responsibility for award purposes of this award. It is not the policy of the Seguin Independent School District to purchase on the basis of low bids/price alone. The District reserves the right to accept or reject any or all offers, to waive any formalities and to accept the offer(s) that is determined to be the best value to the District. By signing the bid, a bidder affirms that, to the best of his/her knowledge, the bid has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid.

The District reserves the right to award by item, or group of items, as deemed by the Purchasing Manager or Purchasing Assistant, to be in the best value to the District, unless the bidder has specified “All or None”. If bidder bids on “All or None”, bid will not be considered for anything other than the entire award. Therefore, a bidder who specifies “All or None” and does not submit a bid for all items solicited will be deemed non-responsive to the solicitation.

19. CONTRACTS AND PURCHASE
Will be put into effect by means of purchase order(s) and/or contract(s) executed by the Purchasing Manager after bids have been awarded. Orders may be submitted by telephone, fax, email, or mail. No valid orders will be submitted without a District approved purchase order number. Any additional agreements/contracts to be signed by Seguin Independent School District shall be included with the bid.
20. CONTRACT PERIOD:
This agreement is designed to secure firm, fixed pricing for the items/services specified herein. Any contract resulting from this bid will be effective from the date the successful vendor(s) is approved for award until the work is completed or otherwise specified. In the event this bid expires before another bid is executed, vendor shall extend the contract on a month to month basis by mutual agreement. Annual contracts may be canceled with thirty (30) days written notification to vendor.

21. AVAILABILITY OF FUNDS
The award of this contract is dependent on the availability of funding. In the event funds do not become available, the contract may be terminated, or the scope amended. A thirty (30) day written notice will be given to the vendor, and there shall be no penalty nor removal charges incurred by Seguin Independent School District.

22. ALL CONTRACTS AND AGREEMENTS

23. PERSONAL INTEREST IN CONTACT
Any Seguin Independent School District Board of Trustee who which has any substantial interest, either direct or indirect, in any business entity seeking to contract with the District, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extent of interest and shall abstain from any participation in the matter. This is not required if the vote or decision will not have any special effect on the entity other than its effect on the public. However, if a majority of the governing body are also required to file, and do file similar affidavits, the member is not required to abstain for further participation.

24. CONTRACTUAL RELATIONSHIP
Nothing herein shall be construed as creating the relationship of employer or employee between Seguin Independent School District and the contractor or between the District and the Contractor’s employees. The District shall not be subject to any obligations or liabilities of the Contractor or his employees, incurred in the performance of the contract unless otherwise herein authorized. Neither the Contractor or his employees shall be entitled to any of the benefits established for District employees, nor be covered by the District’s Worker’s Compensation Program.

25. ORDINANCE, LAW AND REGULATION
The contractor shall comply with all local, state, and federal ordinances, laws and regulations pertaining to the operation. It shall be the obligation of the contractor to apply for, pay for, and obtain all permits and licenses as required by the various agencies of state and local governments.
26. INVOICE
The following rules apply to render an invoice for payment:
- Each invoice will reference the correct Seguin ISD purchase order number.
- Each invoice will be submitted in duplicate.
- There must a separate invoice for each purchase order.
- Invoices will be accepted only for services/products that have been delivered and received.
- Mail invoice to Accounts Payable Department, Seguin Independent School District, 1221 E. Kingsbury, Seguin, Texas 78155.
- Discounts will be taken from the date of receipt of goods or receipt of invoice, whichever is later. As pertains to this contract, date of payment will be considered the date payment is mailed. If no discount is offered or accepted, payment terms will be net thirty (30) days.

27. TAXES
Seguin Independent School District is exempt from all applicable Federal and State Tax. Tax exempt information will be furnished upon request. Please contact Abby Catoe, Purchasing Assistant for this information.

28. VENUE
Both parties agree that venue for any litigation arising from this contract/purchase order shall lie in Guadalupe County, Texas.

29. INSURANCE
The contractor shall takeout, pay for and maintain in effect at all times during the execution of the work under the contract, the following forms of insurance and minimum amounts, in carriers acceptable to Seguin Independent School District.

(a). Worker’s Compensation as required by applicable State Law.
(b). Contractor’s Public Liability Insurance in limits of One Million Dollars
(c). Personal Injury in limits of One Million Dollars.
(d). Each occurrence in limits of One Million Dollars.
(e). Property Damage in limits of Five Hundred Thousand for each accident.
(f). Two Million Dollars for aggregate.

The successful bidder must provide all above insurance requirements to the Seguin ISD Purchasing Department within ten (10) days after awarding this bid. Only the original copies or a notarized copy Certificate of Insurance are acceptable. If the deadline for the above insurance requirement is not met within ten (10) days, this will result in the loss of the contract.
30. **BONDS**

If the contract exceeds $100,000 the contractor awarded the bid must provide, within ten (10) days, a performance bond in the amount of the contract, conditioned upon the faithful performance of the work in accordance with the plans, specifications, and contract documents. If the contract is between $25,000 and $100,000.00, the contractor awarded the bid must provide, within ten (10) days, a payment bond in the amount of the contract, guaranteeing payment to all subcontractors supplying labor and/or material to the project, to the Seguin ISD Purchasing Department.

All bonds must be in a form acceptable to Seguin Independent School District and be executed by a corporate surety authorized to do business in the State of Texas.
AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, ANTI-LOBBYING
RFP#17-03 Seguin High School Campus Signage Project
By submission of this bid, the undersigned certifies that:

1. Neither the bidder nor any of bidder’s officers, partner, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, form, corporation or other bidder or potential bidder any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached bid or the bid of any other bidder, and further states that no such money or other reward will be hereinafter paid.

2. No attempt has been or will be made by this company’s officers, employees, or agents to lobby, directly or indirectly, the Seguin Independent School District Board of Trustees between bid submission date and award by the Seguin Independent School District Board of Trustees.

3. No officer, or stockholder of the bidder is a member of the staff, or related to any employee of the Seguin Independent School District except as noted herein below:

_______________________________________________________________________
_______________________________________________________________________

The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the bidder as well as to any person signing in his/her behalf.

Signature/Title: ___________________________________________________________
State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner of 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.

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.

COMPANY NAME: ____________________________________________________________

Print or type

AUTHORIZED COMPANY OFFICIAL’S NAME: ________________________________

Print or type

**** Sign only A, B or C.****

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

____________________________________________________

Signature of Company Official

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

____________________________________________________

Signature of Company Official

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

      Detail of Conviction _______________________________________________________________________

____________________________________________________

Signature of Company Official

* THIS PAGE MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL*
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government 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 violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person doing business with local governmental entity.

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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 September 1 of the year for which an activity described in Section 176.008(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

9 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. 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 from the filer of the questionnaire?
   ☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?
   ☐ Yes ☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?
   ☐ Yes ☐ No

D. Describe each affiliation or business relationship.

9 Describe any other affiliation or business relationship that might cause a conflict of interest.

__________________________  _______________________
Signature of person doing business with the governmental entity    Date

Amended 01/13/2004
Having carefully examined the Bid Notice, General Terms and Conditions, and Specifications, the undersigned Bidder’s Agent hereby proposes and agrees to furnish goods/service in strict compliance with the terms, conditions, and specifications at the prices quoted. The Bidder affirms that, to the best of his knowledge, the bid has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid.

It is understood that the owner reserves the right to accept or reject any or all bids and alternates, and waive all irregularities. It is further agreed that this bid shall be completed within the time frame set forth and at no additional cost to the district for unexpected or unforeseen circumstances.

If you have received an addendum to this bid, please acknowledge receipt by initialing the number of the addendum below. **Please call Jalynn Hubble at (830) 401-8621 to verify outstanding addenda. Failure to acknowledge outstanding addenda is cause for disqualification.**

1. _______ 2. _______ 3. _______ 4. _______ 5. _______ 6. _______

Company Name:__________________________________________________________

Please print or type

Name and Title of Person Authorized to sign bid: ________________________________

Name - please print or type

Title - please print or type

Authorized Signature:______________________________________________________

Date of Signature:__________________________________________________________

Address:_________________________________________________________________

City:__________________________ State:_________________ Zip Code:______________

Phone Number:_________________________ Fax Number:_______________________

Email Address:___________________________________________________________

*THIS PAGE MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL*
REFERENCES
RFP#17-03 Seguin High School Campus Signage Project

Please furnish a list of three (3) companies or governmental agencies that you have serviced.

1. Company Name: ______________________________________
   Address: _____________________________________________
   Contract: _____________________________________________
   Email: _______________________________________________
   Phone: ______________________________________________

2. Company Name: _______________________________________
   Address: _____________________________________________
   Contract: _____________________________________________
   Email: _______________________________________________
   Phone: ______________________________________________

3. Company Name: _______________________________________
   Address: _____________________________________________
   Contract: _____________________________________________
   Email: _______________________________________________
   Phone: ______________________________________________

*THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL*
EXCEPTION FORM
RFP#17-03 Seguin High School Campus Signage Project
Please provide any special notes or exceptions to the terms, conditions, specifications, or drawings here (attach additional pages if necessary):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Company Name: ________________________________________________________________

Authorized Signature: ___________________________________________________________

Printed Name: __________________________________________________________________

*THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL*

PROPOSAL FORM
RFP#17-03 Seguin High School Campus Signage Project

PROPOSAL OF: ___________________________________________

(Name of Offeror)

TO: Seguin Independent School District

The Offeror named herein (hereinafter called “Offeror”), in compliance with the Invitation to Offerors and Instructions to Offerors for the RFP#17-03 Seguin High School Campus Signage Project (“Project”) for the Seguin Independent School District, Seguin, Texas (“Owner”), having inspected the Project site and carefully examined the Project Drawings, Specifications, Addenda Nos. __________, and all other Contract Documents (as such term is defined in the Instructions to Offerors), hereby offers to enter into a contract to furnish all labor, materials, tools, equipment, transportation, machinery, supplies, insurance, permits, owners special conditions, taxes and services necessary to complete the Work in accordance with the Contract Documents, within the time set forth herein, and at the prices stated herein. The Offeror fully understands the intent and purpose of the Contract Documents and the conditions of offer as set forth herein and in the Invitation to Offerors and the Instructions to Offerors. The Offeror hereby covenants and agrees that claims for additional compensation or extensions of time because of Offerors failure to familiarize itself with the Contract Documents or any condition at the Project site, which might affect the Work, will not be allowed.

1. **Base Proposal:** The Base Proposal includes all work related to the Seguin High sign and installation project at 815 Lamar in Seguin, TX. The Offeror agrees to execute all of the Work described in the Drawings, Specifications and other Contract Documents, including allowances, for the sum of ___________________ and __/100 DOLLARS ($__________________). In case of a difference between written words and numbers in this Proposal Form, the amount stated in written words shall govern. In case of a difference between written words and numbers in this Proposal Form, the amount stated in written words shall govern.

2. **Unit Prices:** The Offeror agrees that the Base Proposal shall be adjusted by the amounts indicated below for each unit price indicated below:

   Additional ACM identified during any phase of the abatement process

Unit Price No. 1-One Classroom sign: ______________________________

3. **Contractor’s Personnel:** The Offeror agrees to employ the following individuals for the entire duration of the Work at the positions indicated, and agrees not to remove them from the Work nor replace them with others except as otherwise allowed in the Contract Documents or approved in writing by Owner:

   *THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL*

   Project Manager: ____________________________________________

   Project Superintendent: ________________________________________

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4. **Representations:** By execution and submission of this Proposal, the Offeror hereby covenants, represents and warrants to Owner as follows:

   (a) The Offeror has prior experience on projects of the same or similar type, nature and class as the Work for the Project.

   (b) The Offeror has read and understands the “Proposal Documents”, including the Contract Documents, and this Proposal is made in accordance with the “Proposal Documents”.

   (c) The Offeror has carefully inspected the Project site, and that from the Offerors own investigation, the Offeror has satisfied itself as to the nature and location of the Work and the character, quality, quantities, materials and difficulties to be encountered; the kind and extent of equipment and other facilities needed for the performance of the Work; the general and local conditions and other items which may in any way affect the Work or its performance; and the Offeror has correlated the Offerors site observations with the requirements of the Contract Documents. The Offeror understands and accepts the difficulties and costs associated with the Work and the Project site and the potential delays, disruptions in work and costs associated therewith and has included such considerations in its construction schedule and the Proposal amount.

   (d) To the fullest extent permitted by applicable law, the Offeror hereby waives any and all claims it has or may hereafter have against the Owner, the Architect/Engineer, Environmental Consultant and their respective trustees, officers, shareholders, directors, partners, agents, contractors, consultants and employees arising out of or in connection with, or related to (i) the administration, evaluation, ranking, or recommendation of any proposals; (ii) any requirements under the “Proposal Documents” or the Contract Documents; (iii) acceptance or rejection of any proposals; and (iv) the award of the Contract. The Offeror knows and understands that the Offeror, by this waiver, is relinquishing current and future rights, benefits and advantages, and the Offeror hereby does so voluntarily and intentionally.

5. **Attached Schedules and Exhibits** are attached to this Proposal Form, and by this reference are expressly incorporated herein.

   ______________________________________

   **OFFEROR**

   By: __________________________________

   (Signature with Blue Ink required: Original Proposal Form required for consideration. Copies will not be accepted.)

   Name: ________________________________

   Title: _________________________________

   *THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL*
SPECIFICATIONS
RFP #17-03 03 Seguin High School Campus Signage Project

1. All room/door signs will be acrylic.

2. All signs for bids will follow samples in Attachment A. Final design will be completed with district post-bid award.
P-SC-Mgmt@seguin.k12.tx.us

3. All signs must meet Americans with Disabilities Act requirements (example: Braille Room numbers or name if room number absent)

4. All signs requested will be specified in Attachment B

5. A detailed map of the campus will be provided in Attachment C.

6. All work must be complete between June 15 and June 28, 2017

7. Seguin ISD gold is Pantone 1245, Hexcode =BF940D, RGB = R191 G148 B13

8. Special area signs (parking lot, kiosk style, program area) will be discussed at pre-bid meeting.

Seguin ISD RESPONSIBILITIES

1. Seguin ISD will provide access during the progress of the installation to allow the vendor and its employee’s access to the premises during installation, configuration and testing at all reasonable hours or at such hours as the school district and vendor may agree.

2. District will provide list and maps and information required on each sign.

3. District will host a pre bid meeting February 15, 2017, 1-4 PM at Oak Park Mall at 1221 E Kingsbury, Seguin Texas 78155. A walk through of the new building will take place during this meeting.

VENDOR’S RESPONSIBILITIES

1. The vendor must provide all supervision, labor construction tools, equipment, hardware, wiring materials as specified, transportation, construction, unloading inspecting, keeping inventory, as specified in contract documents. Whenever in the RFP the terms ”provide,” “furnish,” “supply,” or “install,” etc. can be interpreted as requiring the vendor both to furnish and/or install materials, unless specifically notified that provisioning/installation of the materials will be handle by the School District, the vendor shall provide, furnish, supply, install, etc said materials.

2. The vendor will promptly correct all defects for which the vendor is responsible.

3. The vendor must coordinate all work with the School District’s contact. This contact will be designated at a future date, before the commencement of the installation.

4. Upon completion of the work each day, the vendor must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat.
5. Vendors may use subcontractors to perform work. However, all responsibilities rest with the vendor.

6. The vendor shall describe and provide a written document of the appropriate product warranty periods and conditions.

7. Vendors will provide visual representation of all proposed sign types as part of the bid.

8. Vendor must have actual sign samples approved before the district will take delivery.

9. Vendor will meet with the district representative prior to installation to review installation plan.

10. Intermittent inspections by the district and a final sign off by the district will be required before payment is rendered.

In accordance with Texas Penal Code § 48.01 and Texas Education Code § 38.006, smoking is prohibited on school district property. Violators will be escorted off the premises.

All bidders are to include a $5,000.00 OWNER CONTINGENCY for unknown conditions. This contingency can only be used with Owner’s written approval. This contingency is not to be used for items that the bidder was negligent in including, but for unforeseen conditions that could not have been anticipated at the time of the bid. These funds will be returned to Owner in the event they are not used.

Seguin ISD adopted Minimum Per Diem Wage Rate Determination Schedule for the 2013 Bond Construction/Renovation Program, additional Specifications and Drawings to follow this page.