
BID ACKNOWLEDGMENT FORM

Having carefully examined the Bid Notice, General Conditions, Bid Acknowledgment Form, Insurance Requirements, Felony Conviction Notification, Sole Source Affidavit, Notice of No Bid Form, Anti-Collusion Form, Time & Services Form, Qualification Statement, and the Conflict of Interest Questionnaire Form (must accompany each proposal or proposal cannot be considered) and having completed the Bid Form and spreadsheet attached, the undersigned bidder=s agent hereby proposes and agrees to furnish the services in strict compliance with the specifications at the prices quoted. The bidder affirms that to the best o his/her 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 him or her an unfair advantage over other bidders in the award of this bid.

Vendor: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Fax: _____

Signature of Bidder: _____

Name (Typed or Printed): _____

Title: _____

Area Representative: _____

Telephone: _____

Fax: _____

Date: _____

E-Mail: _____

Do you claim to be a Sole Source provider? ___ Yes ___ No. If answered Yes, an affidavit with required attachments must be returned.

You must sign above in ink; failure to sign will disqualify the offer. All prices must be type written or written in ink.

Your signature attests to your offer to provide the goods and/or services in this proposal according to the published provisions of this proposal. When an award letter is issued, it becomes a part of this contract.

Qualification Statement

Hitchcock Independent School District
7801 Neville Avenue, Building B
Hitchcock, TX 77863
(409) 316-6545 Office
(409) 986-5141 Fax

This statement is an integral part of a Bidder's bid and shall be completed fully. All references and information shall be current and traceable. If the Bidder is a joint venture, each venturer shall prepare a separate form.

Date: _____

Submitted by: _____

(Please Print)

(Please Sign)

Company: _____

Phone Number: _____ Cell Number: _____

E-mail: _____

Address: _____

P.O. Box Number: _____

City: _____ State: _____ Zip: _____

1. Are you an: ___ Individual ___ Partnership ___ Corporation
 ___ Joint Venture ___ Other

If a corporation:

Date of Incorporation: _____

State of Incorporation: _____

President's name (s): _____

Vice President's name: _____

Secretary's name: _____

Treasurer's name: _____

If an individual or partnership:

Date of organization: _____

Names and address of all partners (State whether general or limited partnership)

Name	Street or P.O. Box	City	State Zip Code

If other than a corporation or partnership, please describe organization and name principles.

2. How many years has your organization been in business under your present business name?

3. List State and categories in which your organization is legally qualified to do business. Indicate registration or license numbers, if applicable.

State: _____ License #: _____

What State is partnership or trade name filed? _____

4. Within the last five years has your organization failed to complete a contract?

_____ Yes _____ No

If yes, explain: _____

5. Is any litigation currently pending against your organization? _____ Yes _____ No

If yes, please explain nature of suit including case number and style of case:

7. The undersigned certifies that he/she is legally authorized to make the statements and representations contained in this document, and represents and warrants that the foregoing information is true and accurate to the best of his/her knowledge and intends that Hitchcock Independent School District shall rely thereon in evaluating the bidder.

Authorized Signature

INSURANCE

Bidder shall provide evidence of liability insurance. HISD retains the right of approval for insurance coverage.

Copies of the successful Bidder's liability insurance and workman's compensation certificates will be required. This certificate does not amend, extend or alter the coverage afforded by the policies below.

Insurance Requirements	Limits:
General Liability \$1,000,000 Products-Comp/or Agg.	General Aggregate \$1,000,000
Commercial General Liability \$1,000,000 Claims Made Occurrence \$1,000,000 Owner's Contractor's Prot. Medical Expense (any one person)	Personal & Adv. Injury Each Occurrence Fire Damage (Any one fire) \$50,000 \$5,000
Automobile Liability Any Auto All Owned Autos Scheduled Autos Hired Autos Non-Owned Autos Garage Liability	Bodily Injury (Per Person) Bodily Injury Property Damage
Umbrella Form – Excess Liability (Offeror to specify limits of coverage).	
Worker's Comp. and Employer's Liability Each Accident Disease – Policy	Statutory \$500,000

The insurance requirements as listed above also apply to any sub-contractor(s) in the event that any work is sublet. The contractor is responsible to insure that the sub-contractor(s) meet(s) the minimum insurance requirements as by law.

Should any of the above-described policies be canceled before the expiration date, the issuing company will mail a thirty (30) days written notice to the certificate holder, HISD.

The contractor shall agree to waive all rights of subrogation against HISD, its officials, employees and volunteers for losses arising from work performed by the contractor for HISD.

Bidders shall indemnify and hold harmless the HISD and its Board of Trustees, officers agents, employees from all suits, actions, losses, damages, claims or liability of any character, type, or description, including but not limited to, all expenses of litigation, court cost, penalties, and attorney's fees that HISD incurs defending any action, suit or claim from any source whatsoever and of any kind or nature arising directly or indirectly on the part of Bidder, its agents, servants, employees, contractors, and suppliers, out of the operation under this agreement.

Bidder should submit a certificate of insurance for the above insurance requirements with their Proposal.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No.1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

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

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

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 Name: _____

Authorized Company Official's Name (Printed)

My firm is a Publicly held corporation; therefore, this reporting requirement is not applicable. ____

Signature of Company Official

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

Signature of Company Official

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

Name of Felon (s):

Details of Conviction(s): _____

Signature of Company Official: _____

NOTICE OF NO BID

Dear Vendor:

Please complete this form and return it prior to bid opening day if (please check one).

- _____ 1. We have decided not to submit a bid for the reason listed below but wish to remain on the bidder's list.

- _____ 2. The products/services we represent should be listed in another category. (Specify)

- _____ 3. We wish to be removed from the bidder's list for the reason listed below:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Bid: _____

Mail to: Hitchcock Independent School District
HISD Purchasing Coordinator
Notice of No Bid
7801 Neville Avenue, Building B
Hitchcock, TX 77563

Signature: _____

Name (Typed or Printed): _____

Title: _____

Date: _____ E-Mail: _____

Thank you for your assistance.

Vendors who respond to the bid with a formal bid will remain on our mailing list. Vendors making no response at all will be removed from our bidder's list.