



## **REQUEST FOR PROPOSAL (RFP)**

Cisco College invites qualified firms/individuals to submit Proposals for:

**RFP #23-01 BUS-30-35 Athletic Activity**

Proposals will close on:

**April 13, 2023 at 10:00 AM**

Competitive Proposals must be mailed to the following location or emailed to [beverly.massey@cisco.edu](mailto:beverly.massey@cisco.edu)

**CISCO COLLEGE PURCHASING DEPARTMENT  
717 East Industrial Blvd., Abilene, Texas 79602  
Attention Beverly Massey**

Proposals that arrive after the closing date and time will be rejected.

*Beverly Massey – AEC Director of Operations & Procurement*  
[beverly.massey@cisco.edu](mailto:beverly.massey@cisco.edu)  
325-794-4433

**PROPOSAL PROCESS SCHEDULE:**

- Public Notice – March 29, 2023
- Proposal Due Date – April 10 @ 10:00AM.
- Potential Award by April 11, 2023

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# PROPOSAL

**VENDOR'S CERTIFICATION FORM**

1. Vendor hereby acknowledges that it is unlawful to offer, give, agree to give to any person, or solicit, demand, accept, or

**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 College must give advance notice to the College 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.

(I) (We), 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: \_\_\_\_\_

AUTHORIZED PRINTED NAME: \_\_\_\_\_

Title: \_\_\_\_\_

**Check the appropriate box and sign the form.**

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

My firm is neither owned nor operated by anyone who has been convicted of a felony.

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

Name of Felon: \_\_\_\_\_

Details of Conviction(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**Specifications**

**30-35 passenger bus  
Gas or Diesel engine  
Hydraulic brakes  
With storage capacity**

**BUS #-1 30 PASSENGER PROPOSAL FORM**

**MUST BE SIGNED & RETURNED WITH ALL LINES COMPLETED ON THE PROPOSAL FORMS**

The undersigned affirms by signing this proposal document, they have carefully examined the entire proposal document including the specifications and they further agree their proposal to meet or exceed the specifications as proposed:

1.

30 Passenger bus \$ \_\_\_\_\_

Brand of Bus: \_\_\_\_\_

Year Model \_\_\_\_\_

Engine/HP \_\_\_\_\_

Storage Capacity \_\_\_\_\_

Brake type \_\_\_\_\_

If you are presenting more than one bid for a different model, please list additional items below.

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**PROPOSAL SIGNATURE SECTION (Must be signed):**

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

Email / Phone \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Authorized Representative Printed Name

**REFERENCE SHEET**  
**RFP #21-04 - (2) TWO - 2022 MODEL, NEW ACTIVITY BUSES**

**PLEASE TYPE OR ATTACH YOUR REFERENCE LIST HERE:**



**DIVISION 1  
INTRODUCTORY INFORMATION**

1.00 **DEFINITIONS**

Cisco College will be the same as “CC” “College” “Owner”.  
Vendor will be the same as “Company” “Seller” “Vendor”.

1.01 **SCOPE OF WORK:**

Cisco College wishes to contract with a qualified company to purchase (1) One, 30 passenger, activity bus as specified in this proposal document with negotiated options. This document contains specifications for equipped buses. The College will select one bus only from the specified bus as negotiated. The College will evaluate the offers and determine which bus specification and offer best fits its needs and budget.

1.02 **ERRORS / AMBIGUITY**

In case of ambiguity or lack of clearness in stating prices in the proposal, the CC reserves the right to adopt prices written in words or to reject the proposal.

1.03 **RIGHT OF REJECTION / WAIVER**

Cisco College reserves the right to reject any and all proposals and waive any and all formalities and conditions. Cisco College shall accept the proposal determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFP to prohibit any responsible Vendor from submitting a proposal.

1.04 **OPEN RECORDS / PUBLIC INFORMATION**

It is understood by submitting a proposal to Cisco College, once the contract is executed (P) T J 0 Tunde-7 0 Tunm 59-4.1 (u C / P 2.9 (4P 0 (e

**DIVISION 1 - INTRODUCTORY INFORMATION (CONTINUED)**

- 1.08 **REQUIRED PROPOSAL FORMS FOR SUBMISSION:**  
To be considered a responsive proposal

**DIVISION 2  
PROPOSAL REQUIREMENTS / AWARD CRITERIA**

2.00 **SUBMITTAL DUE DATE/DEADLINE**

Sealed Proposals must be submitted to the following location with the proposal # in the lower left corner of the envelope.  
**No later than April 13,2023 @ 10:AM CST. Faxed or emailed proposals will not be accepted.**

**CISCO COLLEGE PURCHASING DEPARTMENT  
717 East Industrial Blvd.  
Abilene, TX. 79602  
Attention Beverly Massey, Director of Purchasing**

Proposals that arrive after the closing date and time will be rejected. Proposals will be read aloud at the above referenced closing. All Vendors are invited to attend the closing. Proposals received after the scheduled time of delivery will be returned unopened. In case of mailed proposals or correspondence concerning proposals, the College will not be held responsible for miss-sent, lost, or late mail.

2.01 **VENDOR'S PROPOSAL INSTRUCTIONS**

- 2.01.1 Proposals shall be submitted on the forms provided to insure complete uniformity of wording of all proposals. Proposals may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.
- 2.01.2 Vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the College.
- 2.01.3 Any specifications a Vendor may not agree with must be submitted in writing to the Purchasing Office ten (10) days in advance of the opening.

2.02 **INTERPRETATIONS OF THE SPECIFICATIONS**

- 2.02.1 Only the interpretation or correction so given by the Director of Purchasing, in writing, shall be binding and prospective Vendors are advised that no other source is authorized to give information concerning, explain or interpret, the proposal document. All request for such interpretation or correction must be in writing, addressed to the Director of Purchasing. Your questions concerning the proposal specifications must be submitted in email format and delivered to [Beverly.massey@cisco.edu](mailto:Beverly.massey@cisco.edu). We will return an email answer to your company.

2.03 **WHERE TO ADDRESS QUESTIONS**

**Beverly Massey, AEC Director of Operations**  
Cisco College  
717 East Industrial Blvd  
Abilene, TX. 79602  
325-794-4433  
E-mail: [beverly.massey@cisco.edu](mailto:beverly.massey@cisco.edu)

2.04 **TX COMPTROLLER OF PUBLIC ACCOUNTS / FRANCHISE TAX REQUIREMENTS**

Vendor should be able to provide evidence certifying your company meets the following requirements if requested by the College: CC will verify this information before issuing a contract.

Current with the State of Texas Comptroller of Public Accounts  
<https://cpafmprd.cps.state.tx.us/tpis/servlet/TPISReports?reptId=wrentHol>

Certificate of Franchise Tax Status  
<https://ourcpa.cpa.state.tx.us/coa/Index.html>

**DIVISION 2 – PROPOSAL REQUIREMENTS / AWARD CRITERIA (Continued)**

**2.05 STATE LAW REQUIREMENTS**

2.05.1 On May 30, 1995, Governor, George Bush, signed Senate Bill 1. It became effective on the day he signed it. The following is a requirement included in this law. It is mandatory that the College must include this in all Proposals. Each Vendor must respond to this section of the law.

**Section 44.034 TEC. Notification of Criminal History of Vendor.** (This section does not apply to a publicly held corporation).

- (a) 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 school district must have advance notice that a person, 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.
- (b) 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.

**2.05.2 State of Texas Government Code Chapter 176 –**

Vendors submitting a response to a Cisco College RFP/RFP are responsible for complying with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting a response to an RFP/RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your proposal. A copy of the CIQ form can be found at the Texas Ethics Commission Web site.

**2.06 PROPOSAL/OFFER VALIDITY**

By submitting a proposal, Vendor agrees their offer will remain valid for a minimum period of (45) forty-five days to allow CC time to evaluate the proposals and determine best value.

**2.07 ENTIRE AGREEMENT CLAUSE**

This proposal document in its entirety will constitute the entire agreement. No other document will prevail unless agreed by both parties in writing.

**2.08 PROPOSAL SUBSTITUTIONS / ALTERNATIVE OFFERS**

CC will have the right to consider alternative offers unless otherwise stated in the specification, if the item(s) offered are of equal or greater value. CC reserves the right to make its selections of materials purchased, based on its best judgment as to which articles substantially comply with the strength and quality required by the specifications.

**2.09 COLLEGE EVALUATION AND AWARD PROCESS**

Selection shall be made among the respondents deemed to be fully qualified and best suited to provide buses and maintenance solutions as specified on the basis of the evaluation factors included in the subject RFP. If necessary, clarification of each RFP shall be received from respondents so selected. The College may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a proposal was not deemed to be the most advantageous. The award document will be a Purchase Order incorporating by reference all requirements, terms and conditions of the solicitation and the Respondent's proposal, as negotiated, in response to the RFP. The following factors, but are not limited to be taken in

**DIVISION 2 – PROPOSAL REQUIREMENTS / AWARD CRITERIA (Continued)**

2.10 **EVALUATION CRITERIA AND WEIGHTED SCALE DETAIL**

Cisco College reserves the right to award this contract on the basis of a Best Value analysis in accordance with the laws of the State of Texas and Texas Education Code (TEC) 44.031, to accept or reject any or all proposals or parts thereof and to waive any formality or irregularity.

The successful Respondent will be evaluated based on the following criteria and any other relevant factor found necessary for contract award. Criteria for consideration include, but are not limited to:

**FACTOR**







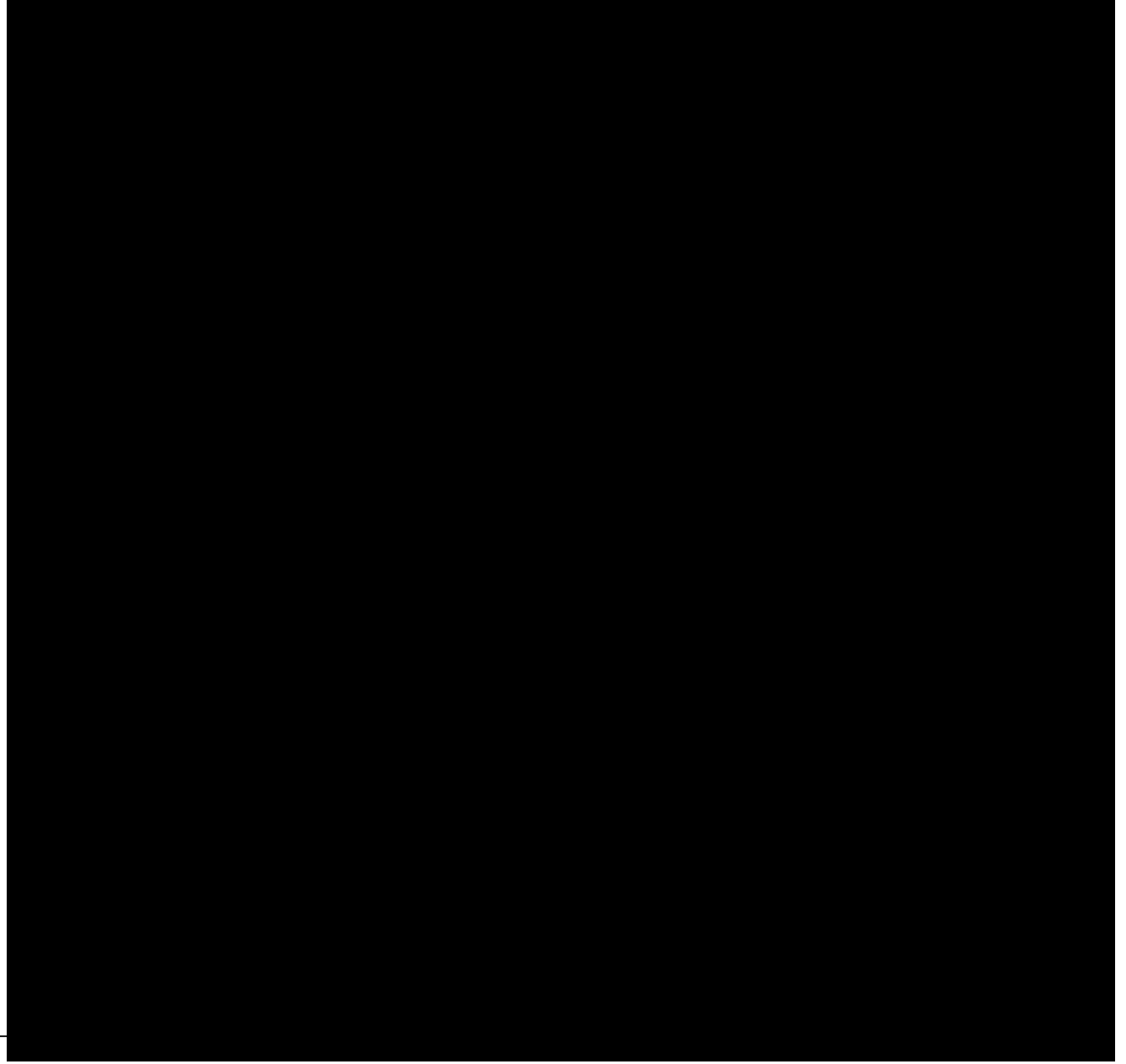


OFFICE OF ETHICS

Government Code Section 18700

under Section 17600(b)(a)

governmental entity and the person meets requirement



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electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say “Signature of Local Government Officer (Declarant)” (an electronic signature is not acceptable), and fill out the unsworn declaration section

Local Government Code § 176.001(2 -a): “Family relationship” means a relationship between a person and another

## COMPLIANCE DISCLOSURES

HB 1295 In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. This new law stipulates the College may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties. If you submit an offer as part of this solicitation that results in a contract valued at \$50,000 or more, and that offer is accepted by the Cisco College Board of Regents, you will be required to complete Form 1295 on the Texas Ethics Commission website <https://www.ethics.state.tx.us/filinginfo/1295/>

### HB 89

Boycott Israel Government Code 2270 prohibits governmental entities from contracting with companies who boycott Israel. The District will review Texas Comptroller website list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization.

Entities

prohibits

governmental entities from contracting with Iran, Sudan, or any known terrorist organization. The District will review Texas Comptroller website list of companies known to have contracts with or