



PURCHASING DEPARTMENT
200 TECHNOLOGY WAY SUITE 1151
COLLEGE STATION, TEXAS 77845-3424

REQUEST FOR QUOTATION

RFQ NUMBER
RFQ-21-001

Cleaning Services @Lufkin Buildings

QUOTATION MUST BE RECEIVED BEFORE:
2:00 P.M. CENTRAL STANDARD TIME (CST) on September 1st, 2020

MAIL, HAND DELIVER, AND /OR
FAX (979-458-7387) QUOTATION TO:

Texas A&M Forest Service
Purchasing Department
200 Technology Suite 1151
College Station, TX 77845-3424

**Show RFQ Number, Opening Date, and Time on Return
Envelope**

NOTE: QUOTATION must be time stamped at the Texas A&M Forest Service Purchasing Department before the hour and date specified for receipt of quotation.

Sealed quotations will be received until the date and time established for receipt.

REFER ALL INQUIRIES TO:

Danielle Toler
Buyer
Texas A&M Forest Service
Purchasing Department
Phone: 979-458-7380
E-mail: danielle.toler@tfs.tamu.edu

REQUEST FOR QUOTATION – RETURN TO:

VENDOR MUST SIGN BELOW

FAILURE TO SIGN WILL DISQUALIFY QUOTATION
*By signing this quotation, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas Bidder as defined in TAC Rule, Title 34, Part 1, Chapter 20, Sub C, 20.32(68).

TEXAS A&M FOREST SERVICE
PURCHASING DEPARTMENT
200 TECHNOLOGY WAY STE 1151
COLLEGE STATION TX 77845-3424
PHONE 979-458-7380 FAX 979-458-7387

Page 2 of 9

AUTHORIZED SIGNATURE _____

PRINT OR TYPE NAME _____ DATE _____

TITLE _____

VENDOR ID NUMBER
(SEE INSTRUCTIONS 1.7 ON LAST PAGE FOR VENDOR ID NUMBER)

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ Zip _____

PHONE _____ FAX _____

E-MAIL _____

IMPORTANT NOTICE

IF QUOTING Each quotation should be placed in a separate envelope with submittal deadline and Quotation Number annotated immediately below return address on sealed quotation envelope and mailed. **Alternatively, the Quotation may be faxed or hand delivered.**

VENDOR AGREES TO COMPLY WITH ALL CONDITIONS BELOW AND ON ANY FOLLOWING PAGES OF THIS QUOTATION.

**OPENING DATE: September 1st, 2020
@ 2:00 p.m. CST**

RFQ NO: RFQ-21-001

QUOTE F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED
UNLESS OTHERWISE STATED WITHIN THE SPECIFICATIONS

DESTINATION OF GOODS

**Texas A&M Forest Service
ATTN Teresa Miller
481 Texas Forest Service Loop, Bldg A456
Lufkin, TX 75904**

Item	Description	Quantity	UOM	Unit Price	Ext Price
	<p>Class and Item Code: 910-39</p> <p><u>CONTACT INFORMATION</u></p> <p>Teresa Miller may be e-mailed at tmiller@tfs.tamu.edu or telephoned, 936-639-8130 for clarification of technical specifications only. Danielle Toler may be e-mailed at danielle.toler@tfs.tamu.edu or telephoned, 979-458-7380 for general questions regarding this Request For Quotation (RFQ).</p> <p>No authority is intended or implied that specifications may be changed or amended except as authorized by written addendum from the Texas A&M Forest Service (TFS) Purchasing Department.</p> <p>Responses to inquiries, which directly affect an interpretation or change to this RFQ will be issued in writing by addendum. Only inquires which are replied to by formal written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.</p> <p><u>NOTICE:</u> THE DEADLINE FOR WRITTEN QUESTIONS IS <u>THURSDAY, AUGUST 27TH</u> at 2:00 P.M. CENTRAL STANDARD TIME (CST).</p> <p>SHOULD AN ADDENDUM BE REQUIRED, IT WILL BE ISSUED BY 2:00 P.M. CENTRAL STANDARD TIME (CST) <u>FRIDAY, AUGUST 28TH</u>.</p>				

Check below if preference claimed under Rule TAC 20.38
☐ Supplies, materials or equipment; produced in TX/offered by TX bidder*
☐ Agriculture products produced or grown in TX
☐ Agriculture products and services offered by TX bidder
☐ USA produced supplies, materials or equipment
☐ Products of persons with mental or physical disabilities
☐ Goods produced or offered by service-disabled veterans
☐ Manufacturer that has recycle program for computer equipment

* By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas Bidder as defined in Rule TAC 20.32.

☐ Products made of recycled, remanufactured, or environmentally sensitive materials
☐ Energy efficient products
☐ Rubberized asphalt paving material
☐ Recycled motor oil and lubricants
☐ Products produced at facilities located on formerly contaminated property
☐ Products and services from economically depressed or blighted areas
☐ Contractor providing foods of higher nutritional value

Delivery in _____ days Cash Discount _____ % _____ days

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200 TECHNOLOGY WAY STE 1151
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SUBMITTAL DEADLINE: September 1st, 2020 @ 2:00 p.m. CST

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VENDOR: _____

Item	Description	Quantity	UOM	Unit Price	Ext Price
	<p><u>SCOPE</u></p> <p>By means of this RFQ, it is the intention of the TFS to acquire quotations for a Blanket Order award for a one (1) year contract for cleaning/janitorial services for (3) Texas A&M Forest Service buildings located in Lufkin, TX. The duties are to be carried out once per week.</p> <p><u>TERMS AND CONDITIONS</u></p> <p>A. Vendors are highly recommended to exercise the option of completing an On-Site Inspection (Attachment B) of the job site prior to bidding. By submitting a quotation in response to this RFQ, vendor agrees to perform all work under the conditions that exist at the job site irrespective of a completed inspection by vendor.</p> <p>B. The contract period for the award of this annual blanket order will be from September 1st, 2020 through August 31st, 2021 and may be renewed for up to four (4) additional one (1)-year periods. Any renewal(s) are contingent upon written approval by the TFS and the awarded vendor prior to the expiration date of the contract period preceding any renewal period.</p> <p>C. A response to this RFQ is an offer to contract based on the terms, conditions, and specifications contained herein. Bids do not become contracts until they are accepted through a TFS purchase order. The contract shall be governed, construed, and interpreted under the laws of the State of Texas. The factors listed in Section 51.9335 Texas Education Code shall also be considered in making an award when specified. Any legal actions must be filed in Brazos County, Texas.</p> <p>D. The TFS reserves the right to make an award on the basis of low line item bid, low total of line items, or in any other combination that will serve the best interest of the TFS and to reject any and all items at the sole discretion of the TFS. The TFS also reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to best serve the interest of the TFS. The TFS shall be sole judge of "the best interest of the TFS".</p> <p>E. This RFQ does not commit the TFS to award a contract, issue a purchase order, or pay any cost incurred by a vendor in the preparation of a bid in response to this RFQ.</p> <p>F. Upon award of bid, this RFQ, awarded vendor's response, and subsequent Purchase Order/s will serve as instruments of contract between the awarded vendor and the TFS.</p> <p>G. The TFS reserves the right to cancel this contract at any time, and without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or are not otherwise made available, or for any other unforeseen cause that may occur.</p> <p>H. This contract will be done in accordance with all specifications, terms and conditions, and requirements of this RFQ. The TFS will decide all questions which may arise as to the interpretation of specifications, quality, quantity, and acceptability of goods furnished or work performed. If the contract is for services, TFS will decide the manner of performance and the rate of progress of</p>				

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	<p>work and the acceptable fulfillment of the services on the part of the vendor.</p> <p>I. This contract is subject to any constitutional or statutory limitations upon the TFS as an agency of the State of Texas.</p> <p>J. The TFS is committed to maintaining an alcohol and drug-free workplace. Possession, use, or being under the influence of alcohol or controlled substances by vendor or vendor's employees while in the performance of any service performed for the TFS is prohibited. Violation of this requirement shall constitute grounds for cancellation of the contract.</p> <p>K. In the performance of the specified work awarded vendor shall comply with all applicable Federal and State laws including, but not limited to laws governing labor, equal employment opportunity, safety, environmental protection, and materials used in the work.</p> <p>L. Unacceptable vendor performance and/or failure of vendor to comply with specifications, terms and conditions or any other requirements stipulated herein will constitute a breach of contract and will result in the contract becoming subject to cancellation by the TFS. Written notice from the TFS to the vendor of such cancellation will result in the contract becoming voided and canceled immediately thereupon, without penalty to the TFS.</p> <p>M. If the vendor defaults on the contract, TFS reserves the right to cancel the contract without notice and either re-solicit or re-award the contract to the next best value bidder originally responding to the RFQ. The defaulting vendor will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of work unless the specifications or scope of work is significantly changed.</p> <p>N. Authorized Relief From Performance (Force Majeure) -- The TFS may grant relief from performance of the contract if the vendor is prevented from compliance and performance by the act of war, order of legal authority, act of God, or other unavoidable causes not attributable to the fault or negligence of the contractor. The burden of proof for the need of such relief shall rest upon the vendor. To obtain release based on Force Majeure, the vendor must file a written request to the TFS.</p> <p>O. Suspension, Debarment, and Terrorism -- Bidder certifies that the bidding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that bidder is in compliance with the State of Texas Statutes and Rules relating to procurement and that bidder is not listed on the Federal Government's Terrorism Watch List as described in Executive Order 13224. Entities ineligible for federal procurement are listed at https://www.sam.gov/portal/public/SAM/</p> <p>P. Additional Quantities -- The TFS reserves the right to purchase additional quantities of the services listed herein. Orders for additional services shall be made by TFS Purchase Order and shall be made within twelve (12) months of award of this bid. Bidders shall hold price firm during this period. Additional quantities ordered shall be subject to the same terms, conditions</p>				

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	<p>and pricing of the initial bid response.</p> <p>Q. Inter-Agency Agreement -- Successful bidder agrees to extend prices and terms to all entities who have entered or will enter into joint purchasing inter-agency cooperation agreement(s) with the Texas A&M Forest Service.</p> <p>R. Bid Submittal Prices -- Annual Blanket Purchase Order(s) bid submittal prices shall remain firm for <u>365</u> days from bid opening date.</p> <p>Note: This term/condition <u>supersedes</u> TFS “standard” terms and conditions stated in item #1.6 (last bid page), i.e. cancels out “firm for TFS acceptance for <u>30</u> days from opening date”.</p> <p>S. Quality -- The vehicles or equipment furnished under these specifications shall be of quality workmanship and material. The bidder represents that all vehicles or equipment offered under these specifications shall be new, current production model. USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE, OR DISCONTINUED MODELS ARE NOT ACCEPTABLE.</p> <p>T. Vendor Certification – Vendor hereby certifies that the network hardware or software, <u>as applicable</u>, procured or leased under this contract, has undergone independent certification testing for known and relevant vulnerabilities in accordance with section 2059.060 of the Texas Government Code.</p> <p>U. Renewals -- Any renewals will be under the same requirements, terms and conditions as those of the original agreement documents. Only changes that are permitted within the scope of the originally awarded agreement may be considered in any renewal.</p> <p>V. Escalation Clause – Upon renewal of the agreement only, the contracted rate may be increased or decreased by the percentage of change in the Consumers Price Index for Urban Wage Earners and Clerical Workers (CPI-W, U.S. City Average) published by the United States Department of Labor Statistics. For the first renewal, the baseline index will be the month and year that the initial lease is effective. In subsequent renewal years, the baseline index will be the month and year that the current renewal took effect. The percentage will be calculated by the change in the index from the appropriate baseline to three-months prior to the expiration date.</p> <p>W. Vendor References – <u>If requested</u>, bidder will be required to submit Vendor References for current or past comparable work/service provided in the quality and scope of that specified in this IFB.</p> <p>X. Public Disclosure</p> <p>(a) Bidder acknowledges that Texas A&M Forest Service is obligated to strictly comply with the Public Information Act, Chapter 552, <i>Texas Government Code</i>, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law.</p> <p>(b) Upon Texas A&M Forest Service’s written request, bidder will provide specified public information exchanged or created under this Agreement that is not otherwise excepted from disclosure</p>				

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	<p>under chapter 552, Texas Government Code, to Texas A&M Forest Service in a non-proprietary format acceptable to Texas A&M Forest Service. As used in this provision, "public information" has the meaning assigned Section 552.002, <i>Texas Government Code</i>, but only includes information to which Texas A&M Forest Service has a right of access.</p> <p>(c) Bidder acknowledges that Texas A&M Forest Service may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), <i>Texas Government Code</i>.</p> <p>(d) Bidders/businesses are also required to ensure that their employees who have been designated as <i>Not Eligible for Rehire</i> by a TAMU member are not involved in any work for the TAMU system.</p> <p>Y. HUB – Historically Underutilized Businesses</p> <p>All agencies of the State of Texas are required to make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in procurements for commodities and services. It is the intention of the State of Texas and the Texas A&M Forest Service (TFS), as a good faith effort, to encourage the use of Historically Underutilized Businesses (HUBs) in all prime contracts, subcontracts, and purchasing transactions. TFS initiatives are to our prime contractors and core suppliers to achieve these ends through race, ethnic, and gender-neutral means. All procurements exceeding \$100,000 for either goods and/or services must include a completed State of Texas HUB Subcontracting Plan (HSP) submitted by vendor/contractor.</p> <p><u>INSURANCE REQUIREMENTS</u></p> <p>A. The awarded vendor/contractor shall not commence work until all of the insurance specified on <u>Attachment A</u> – Texas A&M Forest Service, Standard Insurance Requirements has been obtained and certificates of such insurance in force have been filed with and accepted by the TFS. Insurance coverage shall provide for a ten (10) day notice of cancellation or material change to the policy coverage and/or limits and the certificate of insurance in force must include a notice that the policy or policies do contain these provisions. Acceptance of insurance certificates by TFS shall not relieve or decrease the liability of the awarded vendor/Contractor.</p> <p>B. Unless otherwise specified, the awarded vendor/contractor shall provide and maintain, until all work included in this RFQ is completed and accepted by TFS, the standard insurance coverage as required in <u>Attachment A</u>.</p> <p>C. Certificates of Insurance must be faxed to: 979-458-7386</p> <p>D. Indemnification – Awarded vendor agrees to indemnify and hold harmless the TFS for any and all claims, liabilities, expenses, injuries, or losses for personal injury, property damage, or any other claims and damages of any nature that may arise while carrying out any and all provisions of this agreement.</p> <p>E. By submitting a quotation in response to this RFQ bidder</p>				

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	<p>acknowledges and affirms these insurance requirements are understood and bidder will provide such insurance as required herein if awarded a contract resulting from this RFQ.</p> <p><u>BASIS OF AWARD</u></p> <p>A. Award Criteria – The evaluation of quotation responses will include but is not limited to pricing, delivery, the extent of which the goods or services meet the needs of the TFS and any other factors the TFS deems relevant.</p> <p>The TFS must be confident that the bidder's response will meet needs of the TFS. TFS will evaluate and make the award to the quotation that is determined to be the best value to the agency based on the criteria listed below.</p> <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> • Pricing • The quality, reliability, and availability of the goods and services • The extent to which the goods or services meet the agency's needs • Delivery • Indicators of probable vendor performance under the contract such as past vendor performance, the vendor's financial resources and ability to perform, the vendor's experience and demonstrated capability and responsibility • Vendor's ability, capacity, and skill • Vendor's previous experience and past relationship with TFS • Any other factors TFS deems relevant <p>B. If bidder submits product or service literature and specifications TFS reserves the right to decide if items offered are equivalent to those specified. TFS alone shall determine "best value" to the agency and TFS' judgment in this regard shall be considered final.</p> <p>C. The TFS reserves the right to reject any and all quotations, waive any technicalities.</p> <p>D. By submitting a quotation in response to this RFQ, bidder agrees to this evaluation and award process and further accepts TFS' judgment and decision of award.</p>				

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	<u>ITEMS FOR QUOTATION</u>				
1	Provide janitorial services <u>one day per week</u> at (3) Texas A&M Forest Service buildings listed below. Vendor is to furnish all cleaning equipment and supplies. Janitorial services are to include cleaning floors, disinfecting all surfaces, emptying trash, cleaning and disinfecting restrooms, and dusting mini blinds and desks of associates who prefer/request.				
	a) Building A-456 located at 481 Texas Forest Service Loop Lufkin, TX 75904 - <u>6 offices plus restrooms and common area</u>	51 weeks	per week	\$ _____	\$ _____
	b) Building A-411 located at 481 Texas Forest Service Loop Lufkin, TX 75904 - <u>5 offices plus restrooms and common area</u>	51 weeks	per week	\$ _____	\$ _____
	c) Warehouse Building located at 245 Texas Forest Service Loop Lufkin, TX 75904- <u>4 offices plus restrooms and common area</u>	51 weeks	per week	\$ _____	\$ _____
	<u>*Cleaning will have to be done during normal TFS business hours only (Monday-Friday 8 am – 5 pm)*</u>				
	Note: Quantity of 51 weeks rather than 52 due to business being closed for Winter Break (December 24, 2020-January 1, 2021)				
	GRAND TOTAL \$				\$ _____
	TERMS AND CONDITIONS: FOLLOWING ITEMS APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF QUOTATION ANY EXCEPTIONS THERETO MUST BE IN WRITING				
	<u>Notice:</u> Vendors are cautioned to read the following applicable terms and conditions and to provide vendor information requested in parts 1.7, 10.9, and 11.				
	<u>ATTACHMENTS</u>				
	Attachment A – Standard Insurance Requirements				
	Attachment B – On-site Inspection Verification				

TEXAS A&M FOREST SERVICE TERMS AND CONDITIONS

1. QUOTATION REQUIREMENTS

- 1.1 Bidders must comply with all rules, regulations and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.
- 1.2 Bidders must price per unit shown. Unit prices shall govern in the event of extension errors.
- 1.3 Quotations should be submitted on this form. Any alternations to the original format and content of this form will result in the disqualification of quotation.
- 1.4 Late and/or unsigned quotations will not be considered under any circumstances. Person signing quotation must have the authority to bind the firm in a contract.
- 1.5 Quote F.O.B. destination, freight prepaid and allowed unless otherwise stated within the specifications.
- 1.6 Quotation prices are requested to be firm for TFS acceptance for 30 days from opening date. Cash discounts are not considered in determining an award. Cash discounts offered will be taken if earned.
- 1.7 Quotations should give Payee ID Number, full firm name and address of bidder on the face of this form. Enter in the space provided, if not shown. The Payee ID Number is the taxpayer number assigned and used by the Comptroller of Public Accounts of Texas.
- 1.8 Quotation cannot be altered or amended after opening time. Any alterations made before opening time should be initialed by bidder or his authorized agent. No quotation can be withdrawn after opening time without approval by TFS Purchasing Office based on a written acceptable reason.
- 1.9 Purchases made for TFS are exempt from the State Sales tax and Federal Excise tax. Do not include tax in quotation. Excise Tax Exemption Certificate will be furnished by TFS upon request.
- 1.10 TFS reserves the right to accept or reject all or any part of any quotation, waive minor technicalities and award the quotation to best serve the interests of the TFS.
- 1.11 The telephone number for FAX submission of quotation is (979) 458-7387. This is the only number that will be used for the receipt of quotations. TFS shall not be responsible for failure of electronic equipment or operator error. Late, illegible, incomplete, or otherwise non-responsive quotations will not be considered.

2. SPECIFICATIONS

- 2.1 Catalogs, brand names or manufacture's references are descriptive only, and indicate type and quality desired. Quotations on brands of like nature and quality will be considered, unless advertised as a Proprietary Purchase in accordance with TAMU Procurement Code Section 1 (b) and TFS Purchasing Procedures, Section 4.13. If quoting on other than references, quotation should show manufacturer, brand or trade name, and other description of product offered. If other than brand(s) specified is offered, illustrations and complete description of product offered is requested to be made part of the quotation. Failure to take exception to specifications/reference data will require bidder to furnish specified brand names, numbers, etc.
- 2.2 Unless otherwise specified, items shall be new and unused and of current production.
- 2.3 All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from UL, FMRC or NEMA.
- 2.4 Samples, when requested, must be furnished free of expense to TFS. If not destroyed in examination, they will be returned to the bidder, upon request, at bidder's expense. Each sample should be marked with bidder's name and address, and Purchase Order number. Do not enclose in or attach quotation to sample.
- 2.5 TFS will not be bound by any oral statement or representation contrary to the written specifications of this Request For Quotation (RFQ).
- 2.6 Manufacturer's standard warranty shall apply unless otherwise stated in the RFQ.

3. TIE BIDS

- Awards will be made in accordance with TAC Rule 20.36 (b) (3) and 20.38 (preferences).

4. DELIVERY

- 4.1 Show number of days required to place material in receiving agency's designated location under normal conditions. Delivery days mean calendar days, unless otherwise specified. Failure to state delivery time obligates Bidder to deliver in 14 calendar days. Unrealistic delivery promises may cause quotation to be disregarded.
- 4.2 If delay is foreseen, vendor shall give written notice to TFS. Vendor must keep TFS advised at all times of order status. Default of promised delivery (without accepted reasons) or failure to meet specifications authorizes TFS to purchase supplies elsewhere and charge full increase, if any, in cost and handling to defaulting vendor.
- 4.3 No substitutions permitted without TFS written approval.
- 4.4 Delivery shall be made during normal working hours only, unless prior approval has been obtained from TFS.
- 4.5 Each shipment must be accompanied by a packing slip which shows the TFS Purchase Order number and the description, quantity shipped and any back-ordered quantity for each item shipped. Each package must be clearly marked with the destination address and TFS Purchase Order number.

5. INSPECTION AND TESTS

All goods will be subject to inspection and test by TFS. Authorized TFS personnel shall have access to any supplier's place of business for the purpose of inspecting merchandise. Tests shall be performed on samples

submitted with the quotation or on samples taken from regular shipment. All costs shall be borne by the vendor in the event products tested fail to meet or exceed all conditions and requirements of the specification. Goods delivered and rejected in whole or in part may, at the TFS' option, be returned to the vendor or held for disposition at vendor's expense. Latent defects may result in revocation of acceptance.

6. AWARD OF CONTRACT

A response to this RFQ is an offer to contract based upon the terms, conditions and specifications contained herein. Quotations do not become contracts until they are accepted through a TFS purchase order. The contract shall be governed, construed and interpreted under the laws of the State of Texas, and as same may be amended. Any legal actions must be filed in Brazos County, Texas.

7. PAYMENT

Vendor shall submit one (1) copy of an itemized invoice showing TFS Purchase Order number. TFS will incur no penalty for late payment if made in 30 or fewer days from receipt of goods or services and an uncontested invoice.

TFS will not be liable for payment of invoices received six (6) or more months after receipt of goods/services.

8. PATENTS OR COPYRIGHTS

Vendor agrees to protect the TFS from claims involving infringement of patents or copyrights.

9. VENDOR ASSIGNMENTS

Vendor hereby assigns to TFS any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973), and the antitrust laws of the State of Texas, TEX. Bus. & Comm. Code Ann. Sec. 15.01, et seq. (1967). Inquiries pertaining to quotation must give the quotation number and opening date.

10. BIDDER AFFIRMATION

Signing this quotation with a false statement is a material breach of contract and shall void the submitted quotation or any resulting contracts, and the bidder shall be removed from all bid lists. By signature hereon affixed, the bidder hereby certifies that:

- 10.1 The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted quotation.
- 10.2 The bidder is not currently delinquent in the payment of any franchise tax owed the State of Texas.
- 10.3 Neither the bidder nor the firm, corporation, partnership or institution represented by the bidder, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this State, or the Federal Antitrust Laws, (see Section 9 above) nor communicated directly or indirectly the quotation made to any competitor or any other person engaged in such line of business.
- 10.4 Pursuant to Section 2155.004(a) Government Code the bidder has not received compensation for participation in the preparation of the specification for this RFQ.
- 10.5 Pursuant to Section 231.006 (d), Family Code, re: child support, the bidder certifies that the individual or business entity named in this quotation is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 10.6 Pursuant to Section 2155.004(b) Government Code the bidder certifies that the individual or business entity name in this quotation is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- 10.7 The Contractor shall defend, indemnify, and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of contractor or any agent, employee, subcontractor, or supplier of contractor in the execution of performance of this contract.
- 10.8 Bidder agrees that any payment due under this contract will be applied towards eliminating any debt or delinquency, regardless of when it arises, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
- 10.9 Bidder certifies that they are in compliance with section 669.003 of the Government Code, relating to contracting with executive head of a State agency. If section 669.003 applies, bidder will complete the following information in order for the bid to be evaluated:
Name of Former Executive: _____
Name of State Agency: _____
Date of Separation from State Agency: _____
Position with Bidder: _____
Date of Employment with Bidder: _____
- 10.10 Bidder agrees to comply with Government Code 2155.4441, pertaining to service contract use of products in the State of Texas.
- 10.11 Contractor understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with

the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract it awards.

11. BUSINESS OWNERSHIP

Pursuant to Section 231.006 (c), Family Code, quotation must include name and Social Security Number of each person with at least 25% ownership of the business entity submitting the quotation. Bidders that have pre-registered this information on the TPASS Centralized Master Bidders List have satisfied the requirement. If not pre-registered, attach name & social security number for each person. Otherwise, information must be provided prior to award.

12. NOTE TO BIDDER

Any terms and conditions attached to a quotation will not be considered. Such terms and conditions may result in disqualification of the quotation.

13. ALTERNATIVE DISPUTE RESOLUTION

The dispute resolution process provided for in Chapter 2260 of the Texas Government Code shall be used, as further described herein, by Texas A&M Forest Service and the Contractor to attempt to resolve any claim for breach of contract made by the contractor:

(a) A contractor's claim for breach of this contract that the parties cannot resolve in the ordinary course of business shall be submitted to the negotiation process provided in Chapter 2260, subchapter B, of the Texas Government Code. To initiate the process, the contractor shall submit written notice, as required by subchapter B, to Robby DeWitt, Associate Director for Finance and Administration. Said notice shall specifically state the provisions of Chapter 2260, subchapter B, are being invoked. A copy of the notice shall be given to all other representatives of Texas A&M Forest Service and the contractor otherwise entitled to notice under the parties' contract. Compliance by the contractor with subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, subchapter C, Texas Gov't Code.

(b) The contested case process provided in Chapter 2260, subchapter C, of the Texas Government Code is the contractor's sole and exclusive process for seeking a remedy for any and all alleged breaches of contract by Texas A&M Forest Service, if the parties are unable to resolve their disputes under this subparagraph (A).

(c) Compliance with the contested case process provided in subchapter C is a condition precedent to seeking consent to sue from the Legislature under Chapter 107 of the Civil Practices and Remedies Code. Neither the execution of this contract by Texas A&M Forest Service nor any other conduct of any representative of Texas A&M Forest Service relating to the contract shall be considered a waiver of sovereign immunity to suit.

(1) The submission, processing, and resolution of the contractor's claim is governed by the published rules adopted by the Office of the Attorney General of the State of Texas pursuant to Chapter 2260, as currently effective, hereafter enacted or subsequently amended. These rules are found under Title 1, Part 3, Chapter 68 of the TAC.

(2) Neither the occurrence of an event nor the pendency of a claim constitutes grounds for the suspension of performance by the contractor, in whole or in part.

(3) The designated individual responsible on behalf of Texas A&M Forest Service for examining any claim or counterclaim and conducting any negotiations related thereto as required under Title 10, Subchapter B, Section 2260.052 of the Texas Government Code shall be Robby DeWitt, Associate Director for Finance and Administration (979) 458-7300.

14. PUBLIC DISCLOSURE

(a) Bidder acknowledges that Texas A&M Forest Service is obligated to strictly comply with the Public Information Act, Chapter 552, *Texas Government Code*, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law.

(b) Upon Texas A&M Forest Service's written request, bidder will provide specified public information exchanged or created under this Agreement that is not otherwise excepted from disclosure under chapter 552, Texas Government Code, to Texas A&M Forest Service in a non-proprietary format acceptable to Texas A&M Forest Service. As used in this provision, "public information" has the meaning assigned Section 552.002, *Texas Government Code*, but only includes information to which Texas A&M Forest Service has a right of access.

(c) Bidder acknowledges that Texas A&M Forest Service may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), *Texas Government Code*.

15. REHAB ACT, VEVRAA, SECTION 503

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

ATTACHMENT A

TEXAS A&M FOREST SERVICE STANDARD INSURANCE REQUIREMENTS

<u>TYPE OF COVERAGE</u>	<u>LIMITS OF LIABILITY</u>
1. <u>Employer's Liability:</u>	
Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 each employee
Bodily Injury by Disease	\$500,000 Policy Limit
2. <u>Comprehensive General:</u>	\$1,000,000 aggregate
Liability	\$1,000,000 products/completed operations
Combined Bodily	\$1,000,000 personal & advertising liability
Injury & Property Damage	\$1,000,000 each occurrence
	\$50,000 fire damage
	\$5,000 medical expense
3. <u>Comprehensive Automobile Liability</u>	\$1,000,000 combined single limit
4. <u>Owner's Protective Liability Insurance Policy:</u>	
The Contractor shall obtain at Contractor' expense an Owner's Protective Liability Insurance Policy naming the State of Texas and its employees as named insured and the Texas A&M Forest Service, named as additional insured, with the following limits:	
a. Bodily Injury	\$1,000,000 each occurrence
	\$1,000,000 aggregate
5. <u>Flood insurance when specified.</u>	
6. <u>Umbrella coverage when specified.</u>	
7. <u>Worker's Compensation</u>	Statutory TWCC, Rule 110.110

(A) Definitions:
Certificate of coverage ("certificate") -- A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83 TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project -- includes the time from the beginning of the work on the project until the Contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in Section 406.096 of Texas Labor Code)--includes all persons or entities performing all or part of the services the Contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the Contractor and regardless of whether that person has employees. This includes, without limitation, independent Contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

(B) The Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Title 5, for all employees of the Contractor providing services on the project, for the duration of the project.

- (C) The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.
- (D) If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.
- (E) The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- (1) A certificate of coverage, prior to the person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
 - (2) No later than seven days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
- (F) The Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.
- (G) The Contractor shall notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- (H) The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- (I) The Contractor shall contractually require each person with whom it contracts to provide services on a project, to:
- (1) Provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Title 5, for all of its employees providing services on the project, for the duration of the project;
 - (2) Provide to the Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;
 - (3) Provide the Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
 - (4) Obtain from each other person with whom it contracts, and provide to the Contractor:
 - (a) A certificate of coverage, prior to the other person beginning work on the project; and
 - (b) A new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
 - (5) Retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
 - (6) Notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
 - (7) Contractually require each person with whom it contracts, to perform as required by Paragraphs (1)-(7), with the certificates of coverage to be provided to the person for whom they are providing services.
- (J) By signing this contract or providing or causing to be provided a certificate of coverage, the Contractor is representing to the governmental entity that all employees of the Contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- (K) The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor which entitles the governmental entity to declare the contract void if the Contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.

ATTACHMENT B

VERIFICATION OF ON-SITE INSPECTION REQUEST FOR QUOTATION RFQ-21-001 (OPTIONAL)

By signature hereon, the vendor and Texas A&M Forest Service (TFS) verifies that the vendor has completed an on-site inspection of the job site.

Vendor further verifies that vendor is fully aware of the conditions that exist at the site and, if awarded the quotation, is responsible for providing the specified goods and/or services under these conditions.

(Vendor)

Texas A&M Forest Service

(Vendor Representative's Signature)

(TFS Representative's Signature)

(Date)

(Date)