



1310 North Elm Street | Sweeny, TX 77480

LAWN CARE SERVICES
RFP 2020.03

The Sweeny Independent School District is accepting Requests for Proposal for lawn care services for the 2020-2021 school year. All sealed bids must be received by Michael Heinroth, 1310 North Elm Street, Sweeny, Texas 77480, no later than Monday, July 20, 2020, at 2:00 pm. These services are scheduled to begin on August 1, 2020, and end on July 31, 2021. Please mark the envelope: LAWN CARE SERVICES/RFP 2020.03.

Scope of Services

1. A minimum of thirty-three visits per year for mowing the designated locations in this proposal.
2. Edging to be done regularly to maintain a professional appearance.
3. Trimming around trees, signs, and structures to maintain a professional appearance.
4. Trimming of shrubs and ground cover to maintain a professional appearance.
5. Removal of clippings and debris from sidewalks and parking areas during each visit.
6. Herbicidal treatment to remove undesired grass and weeds from sidewalks and parking areas.
7. Removal of any other debris from during each visit.

Vendors may submit bids for one or both of the following:

BID A

- | | |
|---|--|
| 1. Sweeny High School | 600 Ashley-Wilson Road, Sweeny |
| 2. Sweeny Junior High School | 800 Elm Street, Sweeny |
| 3. Sweeny Elementary School | 709 Sycamore, Sweeny |
| 4. Sweeny ISD Athletics Complex | Between Sweeny High School and Sweeny Junior High School |
| 5. Sweeny ISD Support Services Facility | 407 East Sixth Street, Sweeny |
| 6. SISD Multi-Purpose Building & STFCU | Across from SISD Support Services Facility on Sixth Street |

BID B

- | | |
|--------------------------------------|---|
| 1. Sweeny Junior High Practice Field | Next to Sweeny Junior High School
Between Elm Street and Friskie Lane |
| 2. Old Civic Center Field | Across from Sweeny Junior High School on Elm Street |
| 3. Soccer Field | Across from Sweeny Elementary School
Between Main and Sycamore Streets |
| 4. Old Wildcat Field | Within the Boundaries of Kinder Lane and Sixth Street |

Contact Michael Heinroth at mheinroth@sweenyisd.org or 979-799-8723 to schedule an appointment to determine and view locations to be maintained.

Responses received after Monday, July 20, 2020, at 2:00 pm will not be considered.

The selected contractor must maintain and provide proof of General Liability Insurance (\$1,000,000 minimum), Workers Compensation Insurance (\$100,000 minimum per incident), and business automobile liability coverage for all owned and non-owned vehicles to be used in performance of this work (\$500,000 minimum).

Sweeny ISD prefers that all work be completed on weekends, but any work completed on weekdays must be coordinated with Michael Heinroth to avoid excessive noise to the learning and testing environments, particularly STAAR examinations.

Sweeny ISD reserves the right to reject any and all proposals, and/or parts of proposals, and to seek new proposals if and when it is deemed to be in the best interest of the District. The District also reserves the right to award separate portions of the RFP to separate vendors..

Sweeny ISD representatives will regularly inspect all completed work and determine satisfactory completion.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>	

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Felony Conviction/Debarment Notice
Sweeny ISD Lawn Care Services
RFP 2020.03

State of Texas 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 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.

_____ 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(s): _____

Details of Conviction: _____

Signature of Company Official

Date

Furthermore, I hereby certify that my company has not been debarred, suspended, or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register Rules and Regulations.

Signature of Company Official

Date

Vendor Verification
Sweeny ISD Lawn Care Services
RFP 2020.03

Pursuant to the provisions of Chapter 2270 of the Texas Government Code, I, _____, the undersigned authorized representative of _____ (hereafter referred to as "Company"), being an adult over the age of eighteen years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath the the Company (1) does not boycott Israel currently; and (2) will not boycott Israel during the term of any lawn services contract relating to RFP 2020.03 with Sweeny ISD.

Pursuant to Section 2270.001 of the Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly-owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities, or business associations that exist to make a profit.

Signature

Title

Printed Name

Date

State: _____

County: _____

On the _____ day of _____, 2020, before me, a notary public, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing document, and being first duly sworn, declared that s/he signed the foregoing document in the capacity designated, if any, and further states that s/he has read the above application and the statements therein contained are true.

Notary Public

Seal

State: _____

Proposal Submission
Sweeny ISD Lawn Care Services
RFP 2020.03

Company Name: _____

Address: _____

Office Number: _____

Cell Number: _____

Ownership:

_____ Sole Proprietorship

_____ Limited Partnership

_____ Other - Please Specify:

Proposal price(s): All pricing must be fully inclusive of all anticipated costs of the RFP, and shall include all costs for management, supervision, labor, material, fuel, etc, associated with the RFP.

BID A: \$ _____

BID B: \$ _____

Signature of Authorized Representative

Title of Authorized Representative

Printed Name of Authorized Representative

Date