



REQUEST FOR PROPOSALS (RFP)

RFP NUMBER: 25-0903

RFP MUST BE DELIVERED BY: Tuesday, September 30, 2025 at 10:00 a.m.

RFP MUST BE MAILED TO: Laredo College
Mr. Miguel A. Rangel, Director of Purchasing
West End Washington Street
Laredo, Texas 78040

RFP MAY BE HAND DELIVERED TO: Laredo College Campus
Purchasing Department Building
P-49

RFP WILL BE OPENED: Tuesday, September 30, 2025 at 10:15 a.m.
Purchasing Office (Building P-49) Conference Room

THE LAREDO COLLEGE DISTRICT'S BOARD of TRUSTEES ("COLLEGE DISTRICT"),
invites your firm to submit proposals for:

“Vending Machines – Snacks & Fresh Meals”

All proposals should be mailed or hand delivered to:

**Laredo College
C/O Mr. Miguel A. Rangel
Director of Purchasing
Building P-49 Room 101
01 West End Washington Street
Laredo, TX 78040**

PURPOSE

The purpose and intent of this Request for Proposal is to solicit proposals for Snacks & Fresh Meals Vending Machines. All information contained in this RFP is believed to be substantially correct. However, the responsibility for determining the full extent of the services required, and verification of all information herein shall rest solely with those making proposals. Neither the College nor its representatives shall be responsible for any error or omission in this RFP.

SPECIFICATIONS

- A. All snacks and fresh meals to be placed for sale on College property must be approved in writing by the College, and must be kept marketable; fresh and pristine.
- B. The vending machines must be new or in excellent condition. The Vendor shall make the vending machines available for inspection as part of this RFP.
- C. The Vendor shall carry insurance to cover their vending machines.
- D. The Vendor shall provide 17-20 snack vending machines.
- E. Each machine must be equipped with a new counter and bill validator.
- F. Each machine must be equipped with a new tab to pay reader, card swipe reader and card chip reader.
- G. The Vendor must keep machines fully stocked and in good working order.
- H. The Vendor must repair or replace any malfunctioning machine within three (3) business days after the service call.
- I. The Vendor must provide the College with a monthly detailed report of counter readings and commission calculations.
- J. The Vendor must reimburse the College monthly for refunds paid out due to malfunctioning machines.
- K. Regarding the machines placed on College property, the Vendor will make their accounting records available to the College upon request.
- L. The Vendor must get written approval from the Purchasing Director for any placement of new machines or the movement of existing vending machines on either campus.
- M. The following is a listing of current vending machines locations at the Ft. McIntosh and South Campus:

Locations:

Main Campus:

- Kazen Building 1st floor
- Memorial Hall Building
- Lewis Energy Group Academic Center (LEAC)
- Physical Plant Building
- Visual Performance Arts Building (VPA)
- Eloy Garcia Building
- Moore Vocational Building
- Maravillo Gym
- Martinez Fine Arts Building (MFA)
- Lerma Pena Building

South Campus:

- Academic and Advance Technology Center
- Raquel Gonzalez Automotive Technology Center
- Congressman Henry Cuellar Protective Services Center
- J.C. Trevino Fitness Center
- College of Health Sciences

TERM OF CONTRACT

The contract shall be for the period of **one (1) year**. Contract may be extended on a year-to-year basis by agreement of both parties, provided that the total term of the contract shall not exceed **five (5) years**.

EVALUATION OF PROPOSAL

GENERAL

To facilitate the evaluation process, proposals must be submitted as requested by the **District** in the **Section "Submission of Proposals,"** This will insure uniformity of all proposals. Proposals may be rejected if they show omissions, alterations in wording, conditional clauses, or irregularities of any kind. The **District** is the final authority in determining if the proposal is in compliance with **RFP 25-0903**, including the specifications, terms and conditions.

QUALIFICATIONS OF CONTRACTOR

The **District** may make such investigations as deemed necessary to determine the qualifications and ability of the **Contractor** to perform in accordance with this RFP. The **Contractor** shall furnish to the **District** all such information as the **District** may request. The **District** reserves the right to reject any proposal if the **Contractor** fails to satisfy the **District** that such **Contractor** is properly qualified to carry out the obligations of the contract.

1. Qualifications- Company Background and History

- a. The **Contractor** must be licensed and/or authorized to do business in Texas and have a least **five (5) years** of related experience.
- b. A description of general background, experience, and credentials of the **Contractor** shall be furnished. Previous relevant experience should be mentioned, specifically any services performed on other College campuses or Higher Education entities.
- c. The **Contractor** shall possess all permits, licenses and professional credentials necessary to perform services as specified under this RFP.

2. Service Capabilities

- a. Contractor must own the appropriate equipment to deliver goods.
- b. The degree of relevant experience of the Proposer with other Texas Public entities.
- c. Other relevant experience with clients other than Texas Higher Education entities, which indicate comparable experience and resources are available.
- d. Contractor must disclose any service fees associated with the workforce certificate programs, books, training, technical, and/or customer service related issues.
- e. The **Purchase order** will serve as yearly service agreement.
- f. Contractor must provide a time line for each proposed certificate program.
- g. Contractor's plan to have one point of contact between Contractor and the College.

3. Technical Capabilities

- a. Describe technical capabilities of the proposed system.
- b. Overview
- c. Key features

4. Technical Requirements

- a. List requirements
- b. Equipment needed

PUBLIC INFORMATION

Proposer is hereby notified that Laredo College strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. The **District** may seek to protect from disclosure all information submitted in response to this RFP until a final agreement is executed. Upon execution of a final agreement, The **District** will consider all information, documentation, and other materials requested to be submitted in response to this RFP, to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the *Texas Public Information Act (Government Code, Chapter 552.001, et seq.)*. Proposer will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information may be protected from release under Sections 552.101, 552.110, 552.113, and 552.131, *Government Code*.

INDEMNIFICATION

The **Contractor** shall indemnify and hold harmless the **District**, its Trustees, Agents and Employees, from and against any and all claims, demands, and actions or causes of action of any nature whatsoever arising out of or by reason of the execution or performance of the duties and obligations of the **Contractor** under the terms of the contract. The **District** shall notify the Contractor promptly in writing of any claim or action. An indemnification agreement acceptable to the **District** shall be included in the contract.

VENUE

It is understood and agreed by both the **Contractor** and the **District** that venue for any litigation involving the contract shall lie in Webb County, Texas.

TIE PROPOSALS

In the event of tie bids, one shall be selected by the casting of lots.

RIGHT TO REJECT PROPOSALS

The **District** reserves the right to reject any or all proposals, or any part thereof, and to waive any technicalities or informalities.

FELONY CONVICTION NOTIFICATION

A person or business entity that enters into a contract with the **District** shall notify the **District** if the person or an owner or operator of the business entity has been convicted of a felony. Such notice shall include a general description of the conduct resulting in the conviction. Failure to provide such information may result in termination of the contract. Vendors may complete and submit the "Felony Conviction Affidavit" included with the RFP Form, or may choose not to submit the form until a contract is awarded.

ALL OR NONE

This is an all or none Request for Proposal.

RIGHT TO HOLD PROPOSALS

The **District** reserves the right to hold proposals for sixty (60) calendar days before awarding the contract.

FACSIMILES /EMAILS

The District will not accept proposals sent by facsimiles or email.

LATE PROPOSALS

All Proposals delivered shall be stamped with the time and date as proof they were received before the requested time and date. Proposals received after the requested time and date shall be considered late and returned unopened. If a return address is not provided, a late Proposal shall be opened only for identification purposes and then returned. If proposals are hand delivered any late proposals will be stamped disqualified. Mailed proposals will be stamped disqualified and will all be returned at the Contractor's expense.

SUBMISSION OF PROPOSALS

All proposals, whether hand-delivered or mailed, are due in a **sealed envelope and may be placed in one box or package** endorsed "**RFP 25-0903 Vending Machines Snacks & Fresh Meals**" Proposals must be submitted by **Tuesday, September 30, 2025** before 10:00 a.m. at the **District's** Purchasing Office, Building P-49. To be considered timely, proposals must be stamped or delivered by a carrier that can verify delivery date and time.

Contractors must submit 1 **original seal** proposal, including 1 **electronic proposal submitted** via USB drive. Please note that the submission of. If mailed, **all** proposal must meet the deadline date and time.

Proposal Format

All proposals must be submitted on the format specified herein to insure uniformity. The District accepts no financial responsibility for any costs incurred by the Contractor in the course of responding to these specifications. Only information specifically related to this proposal will be evaluated. The District reserves the right to request additional copies at no cost to the District. At a minimum, the proposal is to include a Table of Contents with tabs and placed in binders to include the section listed below and in the following order:

- A. Binder with Company Name and/or Log referencing **RFP 25-0903 Vending Machines Snacks & Fresh Meals.**
- B. Cover Page
- C. Table of Content
- D. Qualification of Contractor (Please reference pages 3 & 4 of the RFP)
 - Qualifications – Company Background and History
 - Service Capabilities
 - Time Line for Training and Implementation
 - Technical Capabilities
 - Technical Requirements

E. Completed Forms –

- Pricing (Form I)
- Felony Conviction Affidavits (Form II)
- Conflict of Interest Questionnaire (Form III)
- Vendor Certification (Form IV)
- W- 9 (Form V)
- References (Form VI)
- Addendum Certification (Form VII)
- GA – 48 Form Acknowledgement (Form VIII)

OPENING OF PROPOSALS

Proposals shall be publicly opened at 10:15 a.m. Tuesday, September 30, 2025, at the Purchasing Office Building P-49, Conference Room 101. It should be noted that only the names of the companies will be read publicly. Information regarding the offers will not be released until an award is made by the **District**.

RFP INTERPRETATION

No interpretation to the meaning of the "Request for Proposal" ("RFP") or other documents shall be given orally. Every request for interpretation will be in writing, addressed to the Purchasing Director, and must be received at least ten (**10**) calendar days prior to the date fixed for the opening of the Proposal. Any and all such interpretations and supplemental instructions shall be in the form of written addenda to the "Request for Proposal," which if issued, shall be emailed to all known prospective **Contractor** no later than five (5) calendar days prior to the date fixed for the opening of the Proposal. The Addenda is also be posted in the State of Texas Electronic State Business Daily (ESBD) website <http://esbd.cpa.state.tx.us/>. Failure of any **Contractor** to receive any such addenda or interpretations shall not relieve such **Contractor** from any obligation under this bid as submitted. All addenda so issued shall become part of the contract document.

MODIFICATIONS OR WITHDRAWALS BEFORE RFP OPENING

Modifications or withdrawals of a Proposal shall be accepted only when the same is received on or before the fixed time scheduled for opening. Such requests must be executed in writing, or withdrawn in person by the **Contractor** or his authorized representative, provided identity is made known and a receipt for the proposal is signed.

MODIFICATIONS OR WITHDRAWALS BY SUCCESSFUL CONTRACTOR

Modifications or withdrawal of a Proposal shall be accepted only from the successful **Contractor** if the change is executed in writing and is to the best interest of the **District** and not prejudicial to any other **Contractor**.

CONFLICT OF INTEREST

- A. Any Board member, who has a 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 extend of interest and shall abstain from any participation in the matter.
- B. Contractors must convey any conflict of interest that may exist if selected to perform the Contract in accordance with the District's Manual of Policy and applicable state and local laws.

AVAILABILITY OF FUNDS

All awards are subject to approval upon availability of funds.

SALES TAX EXEMPTION

The College District hereby claims exemption from payment of taxes for the purchase of taxable goods and/or services under the Internal Revenue Code Section 501 (c) (3) and the Revised Civil Statutes of Texas, Chapter 20, Title 122A, as a Non-Profit Educational Institution.

PURCHASE ORDER

A signed purchase order is **required** before any purchase, work, or service is authorized by the **District Contractor (s)** who engage in sending merchandise, equipment, or in work and/or services without a proper purchase order in place **will not** be compensated.

PAYMENT

Payment will be made in accordance with Texas Government Code, Subchapter B, Payments and Interest, Chapter 2251.021 (b). Terms are to be 30 days net although contractor may in addition offer early payment discounts for use at the ordering member's discretion.

DETERMINING AWARD

To determine to whom the contract will be awarded and to comply with Education Code 44.031, the **College District** shall consider:

1. The commission percentage.
2. The reputation of the vendor and of the vendor's goods or services;
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the **District's** needs;
5. The vendor's past relationship with the **District**;
6. The impact on the ability of the **District** to comply with laws and rules relating to historically underutilized businesses;
7. The total long-term cost to the **District** to acquire the vendor's goods or services;

8. Whether the vendor or vendor's ultimate parent company or majority owner: A) has its principal place of business in Texas; or B) employs at least 500 persons in Texas; and
9. Any other relevant factors specifically listed in this RFP.

The **District** is the final authority in determining if the proposal is in compliance with specifications.

A committee composed of representatives of the **District** will evaluate the proposals. The **District** reserves the right to interview finalists to clarify information provided in the proposals. The committee may also conduct site visits of other institutions or businesses where the **Contractor** is providing current services.

SELECTION OF PROPOSALS FOR REVIEW BY THE BOARD OF TRUSTEES

Following the evaluations, the committee may recommend one or two proposals to the Board of Trustees. The Board of Trustees will make a final selection based upon the evaluation committee's recommendation and such other factors as the Board deems to be in the **District's** best interest.

SELECTION OF CONTRACTOR BY BOARD OF TRUSTEES

Once a final selection has been made, the **District** will submit to the selected **Contractor** a contract, which will include at least those terms, set forth in this RFP. If the **District** and the selected Contractor have not executed a contract within thirty (30) calendar days after the award, the **District** will negotiate with the **Contractor** submitting the next best proposal.

CONTRACT AWARD AND EXECUTION

The **District** reserves the right to execute an award without further discussion of the proposal submitted. The proposal should be initially submitted on the most favorable terms that can be offered. The Contractor shall specifically stipulate in the cover letter that the proposal is predicated upon the acceptance of all specifications, terms and conditions stated in this RFP. It is the intent of the District to award the contract within sixty calendar days from the date of the RFP opening.

HOUSE BILL 1295 – CERTIFICATE OF INTEREST PARTIES FORM 1295

Effective January 1, 2016 all contracts requiring an action or vote by the Laredo College Board of Trustees', regardless of the dollar amount, will require completion of Form 1295 "Certificate of Interested Parties," per the new Government Code Statute §2252.908. All vendors submitting a response to a formal Bid, RFP, SOQ or any contract(s), contract amendment(s), renewal(s) or change order(s) are required to complete the Form 1295 online through the State of Texas Ethics Commission website at the time the business entity Government Code §2252.908 (4d) submits the signed contract.

Additional information can be found at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm,

INSURANCE

1. Contractor shall furnish a certificate of insurance showing that the contractor maintains contractor's insurance carrier authorized to do business in the State of Texas by the State Board of Insurance. Said certificate shall include a clause obligating the Insurer to give five (5) days prior written notice of any material change in the insurance including cancellation. **Failure to provide insurance within a 5 day(s) notice from the Purchasing Office will forfeit bid. Laredo College must be named additional insured and a certificate holder under the insurance policy.**
2. The following are the types of coverages and the limits set by the State of Texas that shall be maintained:
 - A. Worker's Compensation Insurance \$1,000,000.00
 - B. Comprehensive General Liability Insurance in the following amounts:
 1. General Aggregate \$ 1,000,000.00
 2. Products-Comp/Ops Aggregate \$ 1,000,000.00
 3. Personal & Advertising Injury \$ 1,000,000.00
 4. Each Occurrence \$ 500,000.00
 5. The Comprehensive General Liability Insurance must include liability coverage for:
 - a. Bodily injury,
 - b. Personal Injury,
 - c. Independent Contractor,
 - d. Blanket Contractual,
 - e. Product,
 - f. Fire,
 - g. Medical Expense, and
 - h. Complete Operations.
 - C. Comprehensive Automobile Liability Insurance as follows: \$1,000,000.00
 1. Bodily Injury \$100,000 per person
 2. Bodily Injury \$300,000 per accident
 3. Property Damage \$100,000 per accident
\$500,000.00

The **District** shall be named as an additional insured party on the Contractor's general liability policy, auto liability policy, and any other excess/umbrella liability policies. Insurance shall be written by Companies licensed to transact business in the State of Texas and acceptable to the **District**.

ADDITIONAL INFORMATION

For additional information or questions, contact Mr. Miguel A. Rangel, at (956) 721-5126 or miguel.rangel@laredo.edu. Proposals should be mailed or hand-delivered **sealed** to:

LAREDO COLLEGE
C/O Miguel A. Rangel- Director of Purchasing
1 WEST END WASHINGTON STREET
LAREDO, TEXAS 78040

Form I Pricing

Count	Location	Proposed Vending Product	Commission Percentage on Gross Sales
Ft. McIntosh Campus			
1	Kazen Building		%
2	Memorial Hall Building		%
3	LEAC		%
4	Physical Plant Building		%
5	VPA		%
6	Eloy Garcia		%
7	Moore Vocational Build.		%
8	Maravillo Gym		%
9	Martinez Fine Arts Build.		%
10	Lerma Pena Building		%
South Campus			
1	Academic & Adv. Tech.		%
2	Raquel Gonzalez Auto		%
3	Henry Cuellar Protective		%
4	J.C. Trevino Fitness Ctr.		%
5	College of Health Science		%

RFP Form II

FELONY CONVICTION AFFIDAVIT AND 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 the a District must give advance notice to the District if the person or an owner 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 if your firm is a publicly held corporation. Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code 44.034.
- ☐ 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.

Applicant's Signature: _____

Address: _____

☐ City, State, and Zip Code: _____

☐ Print name of the Authorized Company Official: _____

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

Signature/Date of Company Official: _____ **Date:** _____

☐ My firm is not owned nor operated by anyone who has been convicted of a felony or I have never been convicted of a felony.

Signature/Date of Company Official: _____ **Date:** _____

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

Name of Felon(s): _____
(Attach additional sheet if necessary)

Details of Conviction(s): _____
(Attach additional sheet if necessary)

Signature/Date of Company Official: _____ **Date:** _____

***Note: signature and date is required on this form**

FORM III
CONFLICT OF INTEREST QUESTIONNAIRE

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>	OFFICE USE ONLY <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>	
<div style="border: 1px solid black; padding: 2px;"> 1 Name of vendor who has a business relationship with local governmental entity. </div>		
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; border: 1px solid black; margin-right: 5px;">2</div> <div> <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.) </div> </div> </div>		
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; border: 1px solid black; margin-right: 5px;">3</div> <div> Name of local government officer about whom the information is being disclosed. <div style="border-bottom: 1px solid black; width: 300px; margin-top: 10px;"></div> <div style="text-align: center; font-size: small;">Name of Officer</div> </div> </div> </div>		
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; border: 1px solid black; margin-right: 5px;">4</div> <div> 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. <div style="margin-top: 20px;"> <p>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> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>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> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div> </div> </div> </div>		
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; border: 1px solid black; margin-right: 5px;">5</div> <div> 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. </div> </div> </div>		
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; border: 1px solid black; margin-right: 5px;">6</div> <div> <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). </div> </div> </div>		
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; border: 1px solid black; margin-right: 5px;">7</div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="border-bottom: 1px solid black; width: 45%;"></div> <div style="border-bottom: 1px solid black; width: 45%;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> Signature of vendor doing business with the governmental entity Date </div> </div> </div> </div>		

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.

FORM IV VENDOR CERTIFICATION

All Fields Must Be Filled Out

Firm Name: _____

Tax Identification Number: _____ File Number: _____

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

1. Represents that he/she is not indebted to the College District or State of Texas. Indebtedness to the College District shall be a basis for non-award and/or cancellation of any award. Initial _____
2. Certifies that he/she will not engage in employment practices, which have the effect to discriminate against employees and prospective employees because of race, color, religion, national origin, sex, age, disability, political belief or affiliation, and that this contractor will abide by the federal, state and local EEO requirements. Initial _____
3. Acknowledges they have read, understand and agree to the requirements of the specifications and all other provisions of this solicitation. Initial _____
4. Certifies that this contractor has not colluded or attempted to collude with other contractors or merchants in the trade to fix or hold prices above the level attained through a free and competitive market. Initial _____
5. Certifies that the owner operator has not been convicted of a felony. Except as indicated on a separate attachment to this proposal in accordance with Section 44.034 Texas Education Code. Initial _____
6. Is a historically underutilized business (HUB) Yes: _____ No: _____
7. The vendor or vendor's ultimate parent company or majority owner: A) has its principal place of business in Texas; Yes: _____ No: _____ or ;B) employs at least 500 persons in Texas. Yes: _____ No: _____
8. Certifies that is not currently and shall not enter conduct business with Iran, Sudan, or a foreign terrorist organization during the potential contract period. Pursuant to Section 2270.001 Texas Government Code Initial _____
9. Certifies that it is not currently and shall not boycott Israel during the potential contract period. Pursuant to Section 2270.001 Texas Government Code. Initial _____

Effective on September 1, 2017 under the provisions of Subtitle F, Title 10, Texas Governmental Code Chapter 2270.001:

- A. "Boycott Israel" means refusing to deal with, terminating business activates with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israeli-controlled territory,

but does not include an action made for ordinary business purposes, and

- B. "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.

I certify that I am over the age of eighteen and authorized to submit a binding proposal on behalf of this company and that this proposal conforms to the required specifications unless so noted in writing.

PRINT NAME: _____ TITLE : _____

E MAIL: _____ TELEPHONE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

FORM V

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	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; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	Social security number [][]-[][]-[][][][][][] or Employer identification number [][]-[][][][][][][][]
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Part II Certification Under penalties of perjury, I certify that: 1. 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 2. 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 3. I am a U.S. citizen or other U.S. person (defined below); and 4. 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 on page 3.	Sign Here Signature of U.S. person ▶ Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X

Form **W-9** (Rev. 12-2014)

FORM VI**REFERENCE SHEET****PLEASE TYPE OR ATTACH YOUR REFERENCE LIST HERE:**

(Include any higher educational entities you have done business with)

College / University Name	
Contact Person	
E-mail Address	
Phone Number	

College / University Name	
Contact Person	
E-mail Address	
Phone Number	

College / University Name	
Contact Person	
E-mail Address	
Phone Number	

College / University Name	
Contact Person	
E-mail Address	
Phone Number	

College / University Name	
Contact Person	
E-mail Address	
Phone Number	

FORM VII– ADDENDUM CERTIFICATION

I, the undersigned, submit this proposal in conformity with the specifications, terms and conditions of this **RFP**.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

(If Applicable)

Addendum No. _____ Date _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No _____ Date: _____

Addendum No. _____ Date: _____

CERTIFICATION

Name of Firm: _____

Address: _____

City & State: _____

Telephone: _____

Authorized Signature: _____

Typed Name of Person Submitting Proposal:

Title: _____

Date: _____



Certification of Compliance with Executive Order GA-48

Executive Order GA-48, issued by Governor Greg Abbott on **November 19, 2024**, the Supplier certifies that neither the company, nor any of its **holding companies, subsidiaries, or affiliates**, is:

- 1) Listed in [Section 889](#) of the **2019 National Defense Authorization Act (NDAA)**; or
- 2) Listed in [Section 1260H](#) of the **2021 National Defense Authorization Act (NDAA)**; or
- 3) **Owned by** the government of a country on the **U.S. Department of Commerce's foreign adversaries list** under [15 C.F.R. § 791.4](#); or
- 4) **Controlled by** any governing or regulatory body located in a country on the **U.S. Department of Commerce's foreign adversaries list** under [15 C.F.R. § 791.4](#).

The Supplier will certify that it does not engage in any **contractual, business, or operational** activities that would otherwise **grant access, control, or influence** to an entity meeting any of the above-listed criteria.

If at any time during the term of the contract, the Supplier becomes aware of any such affiliation or activity, it shall immediately notify the Laredo College. The contract may be subject to termination, and the Supplier may face legal action as deemed necessary by the College.

By signing below, the Supplier **acknowledges and certifies compliance** with this requirement:

Company Name

Signature of Authorized Official

Title of Authorized Official

Date