



REQUEST FOR PROPOSALS (RFP)

RFP NUMBER: 26-0903

RFP MUST BE DELIVERED BY: Thursday, October 22, 2026, at 3:00 p.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 Fort McIntosh Main Campus
Purchasing Department Building
P-49

RFP WILL BE OPENED: Thursday, October 22, 2026, at 3:15 p.m.
P-49 Purchasing Office Building Room 101

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

“Elevator Maintenance and Repairs Services”

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**

SPECIFICATIONS

The Laredo College is soliciting sealed proposals from qualified and licensed elevator contractors to provide comprehensive elevator preventive maintenance, inspection support, testing, repairs, replacement parts, emergency response services, and related services for elevators equipment owned and operated by the College.

The resulting contract shall be for an initial term of three (3) years with the option, at the sole discretion of the College, to renew the contract for two (2) additional one-year periods under the same or negotiated terms and conditions.

The College intends to award a contract to the proposer whose proposal is determined to provide the best value to the College.

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.

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 ensure 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 26-0903**, 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 qualified and licensed for elevator maintenance and repairs provider.
- b. The contractor must have local technician or will response to emergency requests within 48 hours.
- c. The Contractor must be licensed and/or authorized to do business in Texas and have a least **five (5) years** of related experience.
- d. A description of the Contractor's general background, experience, and

credentials shall be furnished. Previous relevant experience should be mentioned, specifically, any services performed on other College campuses or public entities.

- e. Contractor's qualifications must be included as exhibit I in the proposal.
- f. 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 conduct the work specified in the Scope of Work.
- b. You are required to submit other relevant experience with clients other than Texas Public entities that demonstrates comparable expertise qualifications, and available resources.
- c. Contractor's plan to have one point of contact between the Contractor and the **District**.

PUBLIC INFORMATION

The proposer is hereby notified that Laredo College strictly adheres to all statutes, court decisions, and the opinions of the Texas Attorney General regarding the disclosure of public information. The **District** may seek to protect all information submitted in response to this RFP from disclosure 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.). Proposers 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

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the District and its Board of Trustees, officers, employees, agents, representatives, successors, and assigns from and against any and all claims, demands, causes of action, liabilities, losses, damages, judgments, fines, penalties, costs, and expenses, including reasonable attorney's fees and court costs, arising out of, resulting from, or related to Contractor's performance or failure to perform under this Contract, including the acts, errors, omissions, negligence, willful misconduct, or breach of contract by Contractor or Contractor's employees, agents, subcontractors, suppliers, or anyone for whom Contractor is legally responsible. Contractor's indemnity obligations include, but are not limited to, claims involving bodily injury, death, property damage, personal injury, employment-related claims, violations of law, infringement of third-party rights, and claims arising from Contractor's work, services, materials, equipment, or operations.

VENUE

It is understood and agreed by both the Contractor and the **District** that the 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. Contractors 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 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 will be date- and time-stamped upon receipt. Proposals received after the submission deadline will be deemed late, marked "Disqualified," and returned unopened. If a late Proposal does not include a return address, the Proposal may be opened only to identify the proposer and obtain return information. Any costs associated with returning a late Proposal shall be the responsibility of the proposer.

All Proposals, whether hand-delivered or mailed, must be submitted in a sealed package clearly marked: "RFP 26-0903 Elevator Maintenance & Repairs Services" Proposals must be received by the District's Purchasing Office, Building P-49, no later than **3:00 p.m. on Thursday, October 22, 2026**. Each Contractor must submit one sealed original Proposal and one electronic copy on a USB drive.

Mailed Proposals must be received by the submission deadline to be considered.

Proposal Format

All proposals must be submitted in the format specified herein to ensure 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 sections listed below and in the following order:

Note: All these items are required to be submitted in the RFP sealed proposal:

- A. Binder with Company Name and/or Log referencing **RFP 26-0903**
- 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
 - Financial Ability /Stability
 - Comprehensiveness of the Proposal
 - Account Management Plan
 - Sample Contract and/or Service Agreement
- E. Completed Forms –
 - References (Form I)
 - Previous work site(s) completed with pictures and contact information from state agencies.(Form II)
 - Felony Conviction Affidavits (Form III)
 - Conflict of Interest Questionnaire (Form IV)
 - Contractor Certification (Form V)
 - W- 9 (Form VI)
 - Addendum Certification (Form VII)
 - GA-48 Form (VIII)

OPENING OF PROPOSALS

Proposals shall be publicly opened at 3:15 p.m. Thursday, October 22, 2026, at the P-49 Purchasing Office Building, Conference Room 101. It should be noted that only the names of the companies will be read publicly, along with the dates and times the Proposals were received by the District. Information regarding the offers will not be released until an award is made by the District.

RFP INTERPRETATION

No interpretation of the meaning of the "Request for Proposal" ("RFP") or other documents shall be given orally. Every request for interpretation will be in writing and addressed to the Purchasing Director. It must be received at least ten (10) calendar days before 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 Laredo College website <https://www.laredo.edu/about/administration/administration-and-finance/purchasing-office/bids/current-bids.html>. 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 THE 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 by the successful Contractor if the change is executed in writing and is in 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 the 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.

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. Based on best value on qualifications, requirements and quality of work.
2. The purchase price;
3. The reputation of the contractor and of the contractor's goods or services;
4. The quality of the contractor's services.
5. The extent to which the services meet the **District's** needs;
6. The contractor's past completed job site references.
7. The impact on the ability of the **District** to comply with laws and rules relating to historically underutilized businesses;
8. The total long-term cost to the **District** to acquire the contractor's services;
9. Whether the contractor or contractor'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
10. Any other relevant factors specifically listed in this RFP.

EVALUATION CRITERIA:

Points:

○ Price proposal	45
○ Experience and reputation on similar projects	10
○ Quality of proposed goods, material, and services	10
○ Safety record	05
○ Qualifications and experience of proposed personnel	08
○ Financial capability relative to project size and scope	09
○ Organization and approach to the project	06
○ Proposed timeframe for completing the project	<u>07</u>
Total:	100 points

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 contractors 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 provide the District with a certificate of insurance evidencing that Contractor maintains the insurance coverage required by this RFP and any resulting contract. All insurance must be issued by an insurance carrier authorized to do business in the State of Texas and acceptable to the District. The certificate shall name Laredo College as an additional insured and certificate holder, as applicable, and shall provide that the insurer will give the District prior written notice of any cancellation, nonrenewal, or material change in coverage to the extent permitted by the policy.

Contractor must provide the required certificates of insurance within five (5) days after written request from the District's Purchasing Office or within any other time required by the District. Failure to timely provide acceptable proof of insurance may result in disqualification of the Proposal, rejection of the award, or termination of any resulting contract.

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 |
| | \$500,000.000 |

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. 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

SCOPE OF WORK

LC Physical Plant Department

Our mission is to maintain the Laredo College campuses in an impeccable environment for the students, community and employees. The scope of work provided by the Physical Plant Department will serve as a guide for the qualified contractor. The contractor is to follow throughout the term of the contract.

Scope of Work:

1. PURPOSE

The purpose of this contract is to provide comprehensive preventive maintenance, inspection support, testing, repair services, emergency response, troubleshooting, replacement parts, and related services for elevators equipment owned and operated by the College.

The Contractor shall furnish all labor, supervision, materials, replacement parts, tools, equipment, transportation, software, technical support, permits, and incidentals necessary to maintain all covered equipment in a safe, reliable, fully operational, and code-compliant condition.

The Contractor shall perform all work in accordance with the following, as amended:

- Texas Health and Safety Code Chapter 754, Elevator and Escalator Safety. [tdlr.texas.gov], [[regulation...justia.com](http://regulation.justia.com)]
- Texas Administrative Code (TAC), Title 16, Chapter 74, Elevators, Escalators, and Related Equipment. [tdlr.texas.gov], [law.cornell.edu]
- Current editions of ASME A17.1 Safety Code for Elevators and Escalators adopted by the State of Texas. [law.cornell.edu], [[regulation...justia.com](http://regulation.justia.com)]
- Americans with Disabilities Act (ADA).
- ADA Standards for Accessible Design.
- Section 504 of the Rehabilitation Act of 1973.
- Occupational Safety and Health Administration (OSHA) regulations.
- National Fire Protection Association (NFPA) codes.
- Applicable federal, state, county, and local laws, regulations, and ordinances.

2. CONTRACTOR RESPONSIBILITIES

The Contractor shall:

1. Maintain all covered equipment in safe operating condition.
2. Ensure compliance with all applicable codes and regulations.
3. Provide qualified and properly licensed personnel.
4. Provide all supervision necessary to perform the work.
5. Use industry-recognized maintenance practices and manufacturer recommendations.
6. Minimize service interruptions and downtime.
7. Coordinate all work with College Facilities Management personnel.

8. Maintain adequate staffing to meet emergency response requirements.

The Contractor shall act as the College's technical advisor regarding equipment condition, code compliance, modernization requirements, and lifecycle management.

3. PREVENTIVE MAINTENANCE SERVICES

The Contractor shall provide a full preventive maintenance program for all covered equipment.

Preventive maintenance shall include, at a minimum:

Mechanical Systems

- Adjustment and lubrication of moving components.
- Inspection and adjustment of brakes.
- Inspection and adjustment of hoist systems.
- Inspection of guide rails and guide shoes.
- Inspection of couplings, chains, sheaves, bearings, and rollers.
- Inspection of all door operators and door mechanisms.

Electrical Systems

- Inspection and testing of controllers.
- Inspection of relays and contactors.
- Examination of wiring and traveling cables.
- Inspection of control circuits.
- Testing of safety circuits.

Hydraulic Systems (When Applicable)

- Inspection of pumps and motors.
- Inspection of hydraulic cylinders.
- Inspection of valves and piping.
- Leak detection.
- Hydraulic fluid level monitoring.

Operational Systems

- Car leveling adjustments.
- Door operation adjustments.
- Emergency recall testing.
- Emergency communication testing.
- Alarm and signaling systems testing.
- Battery lowering system testing.
- Emergency lighting inspection.

Preventive maintenance shall be performed at intervals required by equipment manufacturers, state regulations, and industry standards.

4. INSPECTION AND TESTING SERVICES

The Contractor shall schedule, coordinate, perform, and document all testing required by Texas law and applicable codes.

Services shall include:

- Annual inspection support.
- Category 1 testing.
- Category 5 testing.
- Firefighter Emergency Operation testing.
- Emergency power transfer testing.
- Governor testing.
- Safety device testing.
- Load tests as required.
- Witness testing by regulatory authorities.

The Contractor shall assist the College in maintaining required inspection records, certificates, permits, and compliance documentation. Texas regulations require owners to maintain equipment, obtain inspections, conduct required testing, and correct cited deficiencies. [[regulation...justia.com](http://regulation.justia.com)], [law.cornell.edu]

5. REPAIR SERVICES

The Contractor shall provide repair services necessary to maintain safe and reliable operation.

Repairs shall include labor, replacement parts, troubleshooting, and testing.

Covered components shall include:

- Controllers
- Motor-generator sets
- Hoist motors
- Variable frequency drives
- Hydraulic pumps
- Hydraulic valves
- Hydraulic cylinders
- Door operators
- Door tracks
- Door hangers
- Safety edges and door protection devices
- Hall stations
- Car operating panels
- Position indicators
- Landing indicators

- Emergency telephones
- Emergency communication systems
- Wiring
- Traveling cables
- Relays
- Contactors
- Brake assemblies
- Safety devices
- Governor equipment
- Machine room equipment

The Contractor shall notify the College of any major repair requirements before work proceeds except in emergencies affecting life safety.

6. EMERGENCY RESPONSE SERVICES

The Contractor shall provide emergency response services twenty-four (24) hours per day, seven (7) days per week, including weekends and holidays.

Required Response Times

Elevator Entrapment

- Technician on-site within one (1) hour.

Life Safety Hazard

- Technician on-site within one (1) hour.

Elevator Out of Service

- Technician on-site within two (2) hours.

Routine Service Call

- Response within one (1) business day.

The Contractor shall maintain an emergency dispatch center capable of receiving service requests at all times.

7. ADA AND ACCESSIBILITY REQUIREMENTS

The College is a public institution subject to ADA and Section 504 accessibility requirements.

The Contractor shall ensure that all maintenance, repairs, replacements, and modifications maintain or improve accessibility features.

Services shall include maintenance of:

- Audible floor annunciators.
- Voice communication systems.
- Braille controls and signage.
- Visual indicators.
- Accessible call stations.
- Emergency communication systems.
- Accessible control panels.
- Emergency recall functions.
- Door reopening devices.
- Wheelchair lift accessibility features.

The Contractor shall immediately notify the College of any condition that may adversely affect ADA accessibility compliance.

The Contractor shall provide written recommendations to correct any observed accessibility deficiencies.

8. REGULATORY COMPLIANCE

The Contractor shall maintain all licenses, registrations, and permits required by the State of Texas for elevator work. Contractor personnel performing regulated elevator work shall possess all required registrations and qualifications. [\[tdlr.texas.gov\]](http://tdlr.texas.gov), [\[law.cornell.edu\]](http://law.cornell.edu)

The Contractor shall ensure compliance with:

- Texas Department of Licensing and Regulation (TDLR) requirements.
- Texas Health and Safety Code.
- Texas Administrative Code Chapter 74.
- ASME standards adopted by Texas.
- OSHA requirements.
- ADA requirements.
- Rehabilitation Act requirements.
- Fire and life-safety regulations.

9. SAFETY REQUIREMENTS

The Contractor shall implement and maintain a comprehensive safety program.

The Contractor shall:

- Comply with OSHA standards.
- Utilize lockout/tagout procedures.
- Maintain fall protection programs.
- Provide required personal protective equipment.
- Establish barricades and protection of public areas.

- Secure machine rooms during service activities.
- Maintain technician training records.

Any accident, injury, equipment damage, entrapment event, or hazardous condition shall be reported immediately to the College.

10. PARTS AND MATERIALS

The Contractor shall provide all replacement parts necessary to perform maintenance and repair services.

All replacement parts shall:

- Be new and unused.
- Meet manufacturer specifications.
- Be compatible with existing equipment.
- Comply with applicable codes and standards.

The Contractor shall not install rebuilt, remanufactured, or substitute parts without prior written approval from the College.

11. REPORTING REQUIREMENTS

The Contractor shall submit electronic service reports after each service visit.

Reports shall include:

- Building location.
- Equipment number.
- Date and time of service.
- Work performed.
- Parts replaced.
- Inspection findings.
- Code compliance observations.
- Recommended corrective actions.
- Equipment returned-to-service status.

Monthly Reports

The Contractor shall provide monthly performance reports summarizing:

- Preventive maintenance was performed.
- Emergency calls received.
- Elevator downtime.
- Callback history.
- Pending repairs.
- Safety issues identified.
- Code compliance concerns.

Annual Assessment

The Contractor shall submit an annual equipment evaluation that includes:

- Equipment condition.
- Remaining useful life.
- Deferred maintenance issues.
- Capital improvement recommendations.
- Modernization recommendations.
- ADA compliance observations.

12. MODERNIZATION AND CAPITAL IMPROVEMENT SERVICES

Upon request, the Contractor shall provide written proposals for modernization projects, including:

- Controller upgrades.
- Door system modernization.
- Cab renovations.
- Drive modernization.
- Hydraulic system upgrades.
- ADA upgrades.
- Fire and life-safety upgrades.
- Energy efficiency improvements.

The College reserves the right to procure modernization projects separately.

13. ENVIRONMENTAL REQUIREMENTS

The Contractor shall comply with all federal, state, and local environmental regulations.

The Contractor shall properly handle, store, recycle, and dispose of:

- Hydraulic oil.
- Lubricants.
- Batteries.
- Electronic components.
- Hazardous materials.

Safety Data Sheets (SDS) shall be maintained and made available upon request.

14. FEDERAL COMPLIANCE REQUIREMENTS

If federal funds are utilized under this contract, the Contractor shall comply with all applicable federal requirements, including:

- Americans with Disabilities Act (ADA).

- Section 504 of the Rehabilitation Act.
- Civil Rights Act of 1964.
- Equal Employment Opportunity requirements.
- Drug-Free Workplace Act.
- Byrd Anti-Lobbying Amendment.
- Debarment and Suspension requirements.
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

15. PERFORMANCE STANDARDS

The Contractor shall maintain the following minimum service standards:

- 98% equipment operational availability.
- Compliance with all required inspections and testing schedules.
- Compliance with emergency response requirements.
- Completion of preventive maintenance as scheduled.
- Correction of code violations within regulatory deadlines. Texas regulations require correction of inspection deficiencies and maintenance of equipment in a safe operating condition. [\[regulation...justia.com\]](#), [\[law.cornell.edu\]](#)

Failure to meet these performance requirements may result in corrective action, service credits, contract termination, or other remedies available to the College.

The following are the list of elevators in each of the campuses:

Ft. McIntosh (Main) Campus

BUILDING	ELBI#	MANUF.	DECAL#	INSP	DESCRIPTION
Adkins	9145	ThyssenKrupp	TXE039252	01/08/08	2-STOPS
Cigarroa Science	9145	ThyssenKrupp	TXE039253	01/08/08	2-STOPS
Martinez Fine Arts	18787	HOME	TXE054608	01/08/08	CHAIR LIFT
Martinez Fine Arts	18787	HOME	TXE054609	01/08/08	CHAIR LIFT
Joaquin Cigarroa Science Lab	15694	DOVER	TXE049780	01/08/08	2-STOPS
Kazen College Center	7677	ThyssenKrupp	TXE039256	01/08/08	2-STOPS
Laird Hall	9144	ThyssenKrupp	TXE039255	01/08/08	2-STOPS
Lerma-Pena Learning Center	9142	ThyssenKrupp	TXE039254	01/08/08	2-STOPS
Memorial Hall	11265	DOVER	TXE020355	01/08/08	2-STOPS
Moore Vocational	9146	DOVER	TXE039251	01/08/08	2-STOPS

South Campus

BUILDING	ELBI#	MANUF.	DECAL#	INSP	DESCRIPTION
Building A					
Building C					
Building F					

FORM I

REFERENCE SHEET

PLEASE TYPE OR ATTACH YOUR REFERENCE LIST HERE: (Remember to include any 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	

Name	
Contact Person	
E-mail Address	
Phone Number	

Name	
Contact Person	
E-mail Address	
Phone Number	

Name	
Contact Person	
E-mail Address	
Phone Number	

Form II Pricing

Insert Proposal (Quote) Here

RFP Form III

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 IV
CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. 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). 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. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY
1	Name of vendor who has a business relationship with local governmental entity. 	
2	☐ 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.)	
3	Name of local government officer about whom the information is being disclosed. Name of Officer	
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. 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? ☐ Yes ☐ No 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? ☐ Yes ☐ No	
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.	
6	☐ 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).	
7	Signature of vendor doing business with the governmental entity Date	

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 V CONTRACTOR 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 contractor or contractor'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 VI

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: ☐ Individual/sole proprietor or single-member LLC ☐ 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. ☐ 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) _____ (Applies to accounts maintained outside the U.S.)
	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 *How to get a TIN* 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									
				-					

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 ▶

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 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