



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: 23-0908

Proposals must be received by: 3:00 P.M. on February 29, 2024

Proposals will be opened: 3:15 P.M. on February 29, 2024

Proposals will be opened at: The Office of the Director of Purchasing, Room #101 in Building P-49 at Laredo College. Proposals will be opened at 3:15 P.M.

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

Contract Services to perform Month to Month temporary personnel for Fort McIntosh -Main Campus, and the South Campus.

“Staffing/Personnel Contractual Services”

All proposals should be mailed or hand-delivered to:

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

RFP OBJECTIVES

The purpose and intent of this Request for Proposal is to identify, select and retain a qualified Staffing Agency (Contractor) to supply the **District** with quality, cost-effective employees. This RFP is the means for prospective Staffing Agencies to submit their qualifications to the District. All requests for candidates/employees will be done on an “as needed” basis as determined by the Purchasing Department of the District. Occasionally, the District has a requirement to fill positions that are not traditional educational positions or are one-of-a-kind positions unique to the district. The purpose of this Request for Proposals is to identify and contract with a staffing agency to provide assistance in filling temporary personnel positions. The district reserves the right to use more than one agency to accomplish this task if the contracted agency cannot fill a vacant position within a two weeks request. If the district provides a staffing requirement to more than one agency, and more than one agency recommends the same person the district will proceed with the agency who first submits a candidate by name and reference for the position.

Types of Employment:

The District is requesting information on “Co-Employment” and “Temporary Employment” of qualified individuals to meet the staffing needs of regular and hard-to-fill positions.

Co-Employment is defined as the hiring of an employee through a temporary staffing agency to provide skilled labor. The employee is housed in the District but is not an employee of the District.

Also, the employee is not entitled to any district benefits. Co-employment is temporary employment that is limited in duration and/or sporadic in nature.

The District is requesting information on both part-time and full-time positions. The District is requesting information on the following employment categories:

General Maintenance Laborer

Event Setup

Custodial

Warehouse

Office Clerk

SPECIFICATIONS

The purpose of this RFP is to solicit sealed proposals for a one-year agreement month-to-month contract for temporary personnel for the Fort McIntosh Campus with an option to renew the contract annually for the period, which by law cannot exceed five years. At the time of yearly renewal, rates may be renegotiated by the contractor. Work schedules are subject to change and are at the discretion of the District. Services will be done on a daily basis throughout the month from 8:00 a.m.-6:00 p.m. and/or a flexible schedule which includes the following for night custodians / General Maintenance Laborer:

Night Custodians

Monday – Thursday from 9:00 p.m. to 7:00 a.m.

Friday from 1:00 p.m. to 5:00 p.m.

Weekends off

SUBMISSION TO THE DISTRICT

Contractors should submit 1 original and 2 Copies of the following items to the District:
At a minimum, the proposal is to include a Table of Contents and the following Sections:

Section 1 – Proposal

Section 2 – Company Background/History

Section 3 – References

Section 4 – Forms

- **RFP Forms I & II**
- **Certificate of Liability Insurance**

SALES TAX EXEMPTION

The **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.

PROPOSAL INTERPRETATION

1. No interpretation to the meaning of the "Request for Proposal" or other documents will be given orally.
2. Every request for interpretation of the RFP will be in writing, addressed to the Director of Purchasing, and must be received at least two days prior to the date fixed for the opening of the proposals.
3. Any and all such interpretations and supplemental instructions will be in the form of written addenda to the "Request for Proposal", which if issued, will be mailed to all known prospective contractors no later than three days prior to the date fixed for the opening of the proposals.
4. Failure of any contractor to receive any such addenda or interpretations shall not relieve such contractor from any obligation under his bid as submitted. All addenda so issued shall become part of the contract document.

SUBMISSION TO DISTRICT

1. All proposals must be submitted on the forms attached to the RFP to insure uniformity.
2. The cost to the District will be submitted on RFP Form I.
3. Other contractor certifications or representations are on RFP Form II.
4. Contractors must submit the "Felony Conviction Affidavit" included as RFP Form III with the proposal.
5. If the contractor requires a written contract, please submit a **sample contract** for legal review.

QUALIFICATIONS OF CONTRACTOR

1. The **District** may make such investigations as deemed necessary to determine the qualifications and/or ability of the contractor to perform in accordance with the proposal terms and conditions specified herein.
2. The contractor shall furnish to the **District** all such information as the **District** may request.
3. The contractor shall perform all Support Services in the highest industry standards and in compliance with all applicable national, federal, state, municipal, local, ordinances, laws, regulations and codes.
4. Contractor shall provide their employees with worker's compensation and health insurance in accordance to the Affordable Care Act standards.
5. The Contractor will enforce all safety regulations and practices of the **District** at all times.
6. All Contractors' employees must complete and pass background checks to perform any work or services at any Campus. The **District** will require yearly background checks and for

- any employee assignment to any Campus.
7. Contractor shall provide timekeeping for their employees.
 8. The **District** reserves the right to reject any proposal should the contractor fail to satisfy the **District** that they are properly qualified to carry out the obligations of the contract.

ALL OR NONE RFP

This is an all-or-none RFP.

CONFLICT OF INTEREST

1. 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 extent of interest and shall abstain from any participation in the matter.
2. Contractors must describe any relationship that could create a conflict of interest or have the appearance of a conflict of interest if the Contractor is selected to perform the contract.

EXPENSES INCURRED IN PREPARING PROPOSAL

The District accepts no financial responsibility for any costs incurred by the contractor in the course of responding to this RFP.

EVALUATING PROPOSALS

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

1. the purchase price;
2. the reputation of the contractor and of the contractor's goods or services;
3. the quality of the contractor's goods or services;
4. the extent to which the goods or services meet the district's needs;
5. the contractor'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 contractor's goods or services;
8. the minimum warranty; and
9. the **District** reserves the right to award as may be in its best interest.
10. Price 50%
11. Background/History 30%
12. Letters of References (3) 20%

EMAILS / FACSIMILES

The **District** **will not** accept emailed nor facsimile proposals.

CONTRACTUAL RELATIONSHIP

1. Nothing herein shall be construed as creating the relationship of employer or employee between the College District and the contractor or between the College District and the contractor's employees.
2. The College District shall not be subject to any obligations or liabilities of the contractor or his employees, incurred in the performance of the contract unless otherwise authorized.
3. The contractor is an independent contractor and nothing contained herein shall constitute or designate the contractor or any of his employees as employees of the College District.
4. Neither the contractor nor his employees shall be entitled to any of the benefits established for District employees, or be covered by the College District's Workers' Compensation Program.

LATE PROPOSAL

1. The date and time that the proposal is delivered will be recorded on the envelope.
2. Proposals received after the specified time shall not be considered.
3. If a return address is not provided, a late bid will be opened for identification only and returned.

RIGHT TO HOLD PROPOSALS

The College District reserves the right to hold proposals for 30 days before awarding a contract.

IN CASE OF IDENTICAL PROPOSALS

In the event of a tie, the selection shall be decided by the casting of lots.

RIGHT TO REJECT PROPOSALS

The District reserves the right to reject any and all proposals.

MODIFICATION OR WITHDRAWAL BEFORE OPENING OF PROPOSALS

1. Modification of the proposal will be accepted only when the same is received on or before the fixed deadline.
2. Any proposal may be withdrawn prior to the scheduled time for opening.
3. The proposal must be withdrawn in person by the contractor, or their authorized representative, provided the representative's identity is made known and a receipt is signed for the bid documents.
4. Such requests must be submitted in writing.

MODIFICATIONS OR WITHDRAWAL BY SUCCESSFUL CONTRACTOR

Modifications or withdrawal of a proposal shall be accepted by a successful contractor only if the change is to the best interest of the College District, not prejudicial to other contractors, and is executed in writing.

VENUE

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

INSURANCE

Within ten calendar days after notification of acceptance of the Contractor(s)'s proposal, insurance certificates must be submitted and Laredo College must be named as an additional insured on the certificate of insurance meeting all of the following requirements:

- A. Contractor shall furnish a certificate of insurance showing that the contractor maintains the 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 ten days prior written notice of any material change in the insurance including cancellation.
- B. The following are the types of coverages and the limits set by the State of Texas that are to be maintained:
 - a. Worker's Compensation Insurance
 - b. Comprehensive General Liability Insurance in the following amounts:
 - a. General Aggregate \$ 1,000,000.00
 - b. Products-Comp/Ops Aggregate \$ 1,000,000.00
 - c. Personal & Advertising Injury \$ 1,000,000.00
 - d. Each Occurrence \$ 500,000.00
 - e. The Comprehensive General Liability Insurance must include liability coverage for:
 - 1. Bodily injury,
 - 2. Personal Injury,
 - 3. Independent Contractor,
 - 4. Blanket Contractual,
 - 5. Product,
 - 6. Fire,
 - 7. Medical Expenses, and
 - 8. Complete Operations.
 - c. Comprehensive Automobile Liability Insurance as follows:
 - a. Bodily Injury \$100,000 per person
 - b. Personal Injury \$300,000 per accident
 - c. Property Damage \$100,000 per accident

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 proposals. The committee reserves the right to interview finalists to clarify information provided in the proposals. The committee may also conduct site visits of other institutions where the **Contractor(s)** is a Food Service Provider. Such inspections will be at the **Contractor(s)**'s expense.

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 on the evaluation committee's recommendation and such other factors as the Board deems to be in the District's best interest.

SELECTION OF CONTRACTOR(S) BY BOARD OF TRUSTEES

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

FORM 1295

Effective January 1, 2016, all contracts executed 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 contracts, contract amendments, renewals or change orders are required to complete Form 1295 online through the State of Texas Ethics Commission website at the time the business entity §2252.908 (4d) submits the signed contract.

Additional information can be found at:

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

OTHER INFORMATION

For additional information, contact Mr. Miguel A. Rangel, Interim Director of Purchasing, at (956) 721-5126, or email miguel.rangel@laredo.edu

The proposal should be mailed or hand-delivered to:

Laredo College C/O
Mr. Miguel A. Rangel
Director of Purchasing
West End Washington Street
Laredo, TX 78040

Questions regarding the scope of work should be referred to:

Laredo College C/O
Mr. Miguel A. Rangel
Director of Purchasing
West End Washington Street
Laredo, TX 78040
Email miguel.rangel@laredo.edu
Telephone 956-721-5126

RFP Form I

Hourly Rate	Employee Category	Yearly Amount
	Warehouse	\$
	General Maintenance Laborer	\$
	Event Setup	\$
	Office Clerk	\$
	Custodial	\$
		\$

***Note the awarded contract will consist of a minimum of 7 employees as per the college academic calendar work schedule.**

All price quotes must include F.O.B. Destination

Tax Identification Number (EIN/SSN): _____

Is your firm a corporation? Yes: _____ No: _____

Indicate the name and telephone number of the person who can respond authoritatively to any questions on this Proposal.

Name: _____ Telephone: _____

Delivery information - Item(s) will be delivered _____

Warranty information

Please attach warranty information.

Acknowledgment of receipt of addendum (If applicable)

Addendum No.: _____

Date: _____

RFP Form J

CONTRACTOR INFORMATION

1. Represents that he is not indebted to the District or State of Texas, (indebtedness to the District shall be a basis to reject the proposal)
2. Certifies that he will not engage in employment practices, that have the effect of discriminating against employees and prospective employees because of race, color, religion, national origin, sex, age, handicap, political belief or affiliation, and that this contractor will abide by the federal, state and local EEO requirements,
3. Acknowledges they have read, understand and agree to the requirements of the specifications and all other provisions of this RFP, and
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.
5. Certifies that the owner-operator has not been convicted of a felony. Except as indicated in a separate attachment to this proposal in accordance with Section 44.034 Texas Education Code.

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM (If any)

Addendum No.: _____ Date: _____

Addendum No.: _____ Date: _____

NAME OF FIRM: _____

ADDRESS: _____

CITY&STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NO.: _____

CONTRACTOR HAS BEEN IN BUSINESS _____ YEARS

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

____ I **do not wish** to participate on stated proposal; however, I do wish to remain on your proposer list.

PLEASE SIGN YOUR RFP!

RFP Form II

FELONY CONVICTION AFFIDAVIT

I, the undersigned agent for the “contractor” name below, certify that the information concerning the notification of felony conviction has been reviewed by me and that the following information furnished is true to the best of my knowledge.

Contractor’s Name: _____

Authorized Company Official’s Name (Printed): _____

A. Contractor is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. Contractor is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. Contractor is owned or operated by the following individuals who have been convicted of a felony.

1. Name of Felon: _____

Details of Conviction: _____

2. Name of Felon: _____

Details of Conviction: _____

Signature of Company Official: _____

PLEASE SIGN YOUR RFP!