REQUEST FOR PROPOSAL

The La Feria Independent School District is now accepting bids for SY 2026-2027 on the following:

- **Teaching and Office Supplies and Materials**

Bid Specifications may be obtained online www.laferiaisd.org or at 203 E. Oleander Ave. La Feria, TX. All bids must be in a sealed envelope with the words "SEALED BID" typed or printed on the outside of the envelope and addressed to CFO, Mr. Alejandro Cespedes.

The deadline for bids will be May 20, 2026 at 3:00 pm and recommendations will be made during our scheduled June 2026 Board meeting. The District reserves the right to accept and/or reject any or all bids.

LA FERIA INDEPENDENT SCHOOL DISTRICT
GENERAL REQUIREMENT AND CONDITIONS

BID ITEM TEACHING/OFFICE SUPPLIES & MATERIALS BID NO.26-27 TEACH/OFFICE

A. Opening Sealed Bids
(1) All sealed bids shall be received in the office of the Chief Financial Officer, 203 E. Oleander Ave., La Feria, Texas 78559, where they will be opened publicly on the date and at the time as advertised. The Chief Financial Officer shall open bids; at least two administrators shall be present at the bid opening.
(2) The closing time for sealed bids is final. Bids received after the closing time will not be opened or considered.
(3) Submitted bids are final and may not be altered. Vendors may however, submit sealed alternative bids before the closing time to substitute prices on their formal bid, in which case only the substitute prices will be considered.
(4) No bid can be withdrawn after opening without approval of the Chief Financial Officer based upon a written acceptable reason.
(5) Faxed bids will not be accepted prior to Chief Financial Officer's approval.
(6) Emailed bids will not be accepted prior to Chief Financial Officer's approval.

B. Bid Quotation Form
(1) Bids should be submitted on the form provided. Each bid shall be placed in a separate envelope, sealed, and properly identified with the bid title, number and the time and date to be opened.
(2) Bids must show the full name and address of the bidder if different than name and address shown on the bid request. Failure to manually sign bid will disqualify it. Person signing bid should show title of authority to bind their firm to a contract.
(3) Bid cannot be altered or amended after opening time. Any alternations made before opening time must be signed by the bidder or his agent. Withdrawal of a bid, or failure to honor a bid, may result in the deletion of the company from future bid requests.
(4) Prices should be F.O.B. destination, inside delivery. If otherwise, they must show the exact or estimated cost to deliver.
(5) Delivery: Bid must show the number of days required to deliver the articles to the specified location under normal conditions after receipt of an order. Failure to state the delivery time obligates the bidder to make delivery in 14 calendar days. Tailgate delivery to school locations is not acceptable. Delivery shall be made during normal working hours unless prior approval has been obtained from the District.
(6) Installation: The successful bidder shall provide the following services and requirements at no additional cost above the initial bid price on machinery or furniture: provided transportation of the items to the building, locating the items in the proper location within the building, uncrating, completing assembly and adjustment by a trained installation mechanic and removing all debris. Machinery is to be complete and made ready for electrical and/or fluid service connection by the School District. After connection, the machine is ready, started, checked and malfunction of the equipment is corrected. All materials, equipment and labor to place machinery in top operating condition or to fully assemble furniture must be provided.
(7) Unit price on quantity specified must be bid, extended and total shown. In case of errors in extension, unit price shall govern.
(8) Bid prices must be firm for acceptance 60 days from bid opening date.
(9) The District is exempt from Federal Excise Tax, State Tax and Local Tax. Tax is not included in bid. If it is determined that tax was included in bid, it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.

(C) Items Bid Instruction

(1) Any catalog, brand name, or manufacturer reference used in the bid request is descriptive-not restrictive – it is intended to indicate type and quality desired. Bids on brands of like nature and quality will show manufacturer, brand model, etc. of article offered. If other than brand(s) specified is offered, complete descriptive information of each article being bid should be included with the bid. If bidder takes no exception to specifications of reference data, he will be required to furnish brand names, models, etc. as specified.

(2) Samples, when requested, must be furnished at no cost to the District within five days. If not destroyed in examination they will be returned to the bidder on request at his expense. Each sample, when requested, should be marked with bidders' name and item number on the bid. Bid must not be enclosed in, or attached to sample.

(3) All items bid must be new, in excellent condition, including containers suitable for shipment and storage, unless, otherwise indicated on the bid.

(D) Bid Proposals/Approval

(1) All accepted bids will be tabulated and awarded as provided under Approval/Awarding of bids.

(2) After the bids have been opened and tabulated they will be available for those interested to copy or study; they shall not, however, be removed from the Business Office.

(3) If no acceptable bids are received, the proposed acquisition will be readvertised seeking an acceptable bid.

(4) The District reserves the right to accept or reject all or any bid, waive minor technicalities, and award the bid to best serve the interest of the District. The Bidder must indicate "all or none" in the bid if the above stated condition is not acceptable.

(5) The District reserves the right to purchase additional articles as listed on this bid subject to verification of the same or lower prices and conditions as bid.

(6) All items quoted must conform to appropriate Local, State, and Federal ordinances, statutes and regulations governing the sale and utilization of the items.

(7) Payments on bid items will be made upon completion of service or delivery of goods and when an invoice is tendered. Payments will only be made twice monthly.

SPECIFIC INSTRUCTIONS IN THE SPECIFICATION SECTION OF THIS BID INVITATION WILL TAKE PRECEDENCE OVER THESE GENERAL REQUIREMENTS AND CONDITIONS.

LA FERIA INDEPENDENT SCHOOL DISTRICT
TEACHING AND OFFICE SUPPLIES AND MATERIALS
BID NO 2026-2027 Teach/Office

The La Feria Independent School District desires that Teaching and Office Supplies and Materials be bid on "Benchmark" or "Catalog Bid" for SY 2026-2027.

Name of Company	Signature
Address	Title
Phone Number	Date

***All sealed envelopes for bids should be marked with correct bid number and name of bid.

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history contractor is found in the Texas Education Code 44.034. Following is an example of a felony conviction notice:

FELONY CONVICTION 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 a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in 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 OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent of 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.

VENDOR'S NAME_____

AUTHORIZED COMPANY OFFICIAL'S NAME (Printed)_____

A. My firm is a publicly held corporation, therefore, this reporting requirement is not applicable.
Signature of Company Official:_____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:
Signature of Company Official:_____

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

Name of Felon(s):_____

Details of Conviction(s):_____

_____

Signature of company Official:_____

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

Date Received

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 **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

			–		–				

or

Employer identification number

		–						

Part II Certification

Under penalties of perjury, I certify that:

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 for Part II, later.

Sign Here | **Signature of U.S. person** | **Date**

General Instructions

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

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

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they