



REQUEST FOR PROPOSAL #238

Blinn College District invites qualified firms to submit Competitive Sealed Proposals for:

MECHANICAL CONTRACTOR SERVICES
Building D MAU Replacement – Bryan Campus

Proposals will close on:

January 21, 2026 @ 2:00 PM C.D.T

Sealed Proposals must be submitted to the following location with the RFP # in the lower left corner of the envelope.

Faxed and e-mailed qualifications will not be accepted.

Mail Proposals to:

**Blinn College District Purchasing
902 College Avenue
Brenham, Texas 77833**

Deliver Proposals to:

**Blinn College District Purchasing
Old Main – 806 College Avenue, Room 207
Brenham, Texas 77833**

RFP # 238

Competitive Sealed Proposals for Mechanical Contractor Services – Building D MAU Replacement at Blinn-Bryan Campus

Vendors are encouraged to register and submit proposals through the Blinn College District E- procurement site: <https://blinn.ionwave.net/Login.aspx>.

Faxed and e-mailed qualifications will not be accepted.

Proposals that arrive after the closing date and time will be rejected. Time/date stamp clock in the Purchasing Department shall be the official time of receipt. Responses received in the Purchasing Department after submission deadline shall be returned unopened and will be considered void and unacceptable. Mailing of a Proposal does not ensure that the RFP will be delivered on time or delivered at all. The proposer (not the college mail system) is solely responsible for ensuring the RFP is received prior to the closing date and time. **Delivery at any other campus location or any other department is unacceptable.**

Blinn College District reserves the right to reject any and/or all RFP's, to award contracts as may appear advantageous to the Blinn College District, and to waive all formalities in offering.

Ross Schroeder – Director of Purchasing

Blinn College District, a Junior College District of Washington County is receiving competitive sealed proposals for Mechanical Contractor Services for Building D MAU Replacement on the Blinn Campus in Bryan, Texas. The selection of the General Contractor will be in compliance with the provisions of the Texas Educational Code Section 44.031 and consist of the one-step process set forth in Section 2269 of the Texas Government Code.

1. Response to Request for Competitive Sealed Proposals

Respondents are required to provide detailed written responses to this RFP no later than **January 21, 2026 @ 2:00 PM C.D.T.** Responses must be delivered to the Blinn College District, Purchasing Department, Old Main 806 College Avenue, Room 207 Brenham, Texas 77833. Responses may also be submitted through Blinn College's E-procurement site at <https://blinn.ionwave.net/Login.aspx>. Responses received after this date will not be considered or accepted.

Written responses shall address each requirement identified in this RFP. Failure to provide all requested information will be considered an incomplete response. Blinn College District reserves the right to reject any or all proposals and to accept any proposal deemed as providing the best value to the Blinn College District. Blinn College District shall rank the respondents in the order that they provide the "best value" for the College based on the published selection criteria and on the ranking evaluations. Interviews of General Contractor firms may follow at the Owner's option.

Respondents are required to submit one (1) bound (8 ½" x 11" format) copies and one (1) electronic copy (USB flash drive or Disk) of the proposal statement.

Questions regarding the project and this Request for Proposals are to be directed to:

Ross Schroeder
Blinn College District
Director of Purchasing
902 College Ave.
Brenham, Texas 77833
Phone: 979-830-4118
Email: Ross.Schroeder@Blinn.edu

RFP #238 Calendar

Date/Time	Action
December 11, 2025	Advertisement #1
December 18, 2025	Advertisement #2
January 6, 2026, 9:00am	Pre-Proposal Meeting Blinn-Bryan Campus Building G, Room 161 2423 Blinn Blvd. Bryan, TX 77802 CLICK HERE FOR CAMPUS MAP
January 12, 2026, 5:00 pm	Last day and time to submit email inquires Submit to: Ross.Schroeder@Blinn.edu
January 14, 2026	Addenda issued, if any, communicated by e-mail
January 21, 2026, 2:00 p.m.	Deadline for Submission, RFP #238 Blinn College District Purchasing Attn: Mr. Ross Schroeder, Director of Purchasing 902 College Ave. Brenham, Texas 77833 CLICK HERE FOR CAMPUS MAP
January 2026	Submit Agenda Item to Administration
February 24, 2026	Recommendation of selected firm to the Board of Trustees for approval

2. Scope of Work

- A. The scope of work for the project will include the following, as illustrated, and described within the Contract Documents issued by Cleary Zimmerman Engineers, LLC. and as outlined in the Bid Form:

This project scope on the Blinn-Bryan Campus is for Mechanical repairs and replacements in Building D. The project scope includes the replacement of (1) air handler and the addition of controls to the building relief and outside air intake system. Contractor shall render services for the air conditioning, outside air ventilation, controls, power distribution, and hydronic piping related to:

Building D – Makeup Air Unit (MAU) Replacement

Project Schedule:

The anticipated schedule will allow submittals and procurement to commence with the execution of the construction contract and will allow construction to commence on May 11, 2026. The success of this project relies on completion of all construction by July 31, 2026.

3. Evaluation Criteria and Selection Process

Proposal Evaluation Criteria and Requirements

All proposals will be evaluated based on the criteria listed below by the evaluation committee. The committee shall consist of individuals who have knowledge or experience of the subject matter in the RFP; or beneficiaries and /or users of the RFP's subject matter.

1. Qualifications, Experience, & Reputation (30 points)

A. Complete the fields as noted in Exhibit A, Section 1 – Contractor's Qualifications Statement

2. Proposed Lead Personnel (20 points)

A. Complete the fields as noted in Exhibit A, Section 2 – Contractor's Qualifications Statement

3. Ability to meet Project Completion Timeline (15 points)

A. Complete the fields as noted in Exhibit A, Section 3 – Contractor's Qualifications Statement

4. Proposal Cost: Provide on Bid form included in the project specifications (30 points)

5. Completeness and Thoroughness of Qualifications Package (5 points)

4. TERMS, CONDITIONS AND AGREEMENTS

1.000 ANNULMENTS AND RESERVATIONS:

- 1.001 Blinn College District reserves the right to reject any and all bids and waive any and all formalities and conditions. The College reserves the right to retain all bids received for 30 days prior to taking any action and vendors shall not withdraw their bid at any time thereafter. Blinn College shall accept the bid determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFB to prohibit any responsible vendor from submitting a bid.
- 1.002 This Request for Bid is not construed as a CONTRACT or a COMMITMENT of any kind. The request for bid does not commit Blinn College to pay for any costs incurred in the preparation and submission of specifications or for any costs incurred prior to the execution of a final offer.
- 1.003 Blinn is not obligated to purchase any item or service, if funds are not allocated by the Grant, legislative session, or the Board of Trustees.

2.000 VENDOR'S OBLIGATIONS:

- 2.001 Substitutions will not be allowed after a bid has been submitted for review and will not be delivered instead of the item bid, unless the item is of a higher quality than the item specified and approved by the Director of Purchasing.
- 2.002 Any item that does not perform or meet the specifications or warranty, or as claimed by the vendor, will be replaced at no cost to the College.
- 2.003 Any specification a vendor may not agree with must be submitted in writing to the Purchasing Office four (4) days in advance of the bid closing date.
- 2.004 Prompt payment discounts shall be listed on the bid form.
- 2.005 In bidding, give complete information in spaces provided; otherwise, your bid offer may not be given consideration. All bid offers must be signed to be considered.

3.000 AWARD DETERMINATION / OBLIGATIONS BY THE COLLEGE:

- 3.001 Blinn College will award this service to the vendor providing the best value as it deems to be in the best interest of the college.
- 3.002 In determining to whom to award a contract, the district shall consider:
 - A. the price(s) bid.
 - B. the quality of the vendor's goods or services.
 - C. delivery of services in a timely manner.
 - D. the reputation of the vendor and of the vendor's goods or warranty services.
 - E. the extent to which the goods or services meet the district's needs.
 - F. the vendor's past relationship with the district.
 - G. the total long-term cost to the district to acquire the vendor's goods or services; and
 - H. any other relevant factor that a private business entity would consider in selecting a vendor.
- 3.003 The College may make such investigations, as it deems necessary, to determine the ability of the

vendor to provide satisfactory performance in accordance with the specifications. The vendor shall furnish to the College all such information and data for this purpose as the College may request.

4.000 INTERPRETATIONS OF THE SPECIFICATIONS:

4.001 Only the interpretation or correction so given by the College, in writing, shall be binding and prospective vendors are advised that no other source, outside of the college, is authorized to give information concerning, explain or interpret, the bid document.

4.002 Every request for such interpretation or correction must be in writing to the Director of Purchasing. All such interpretation and supplemental instructions will be in the form of written addenda to the bidding documents prior to the bid opening. Your questions concerning the bid specifications must be submitted in writing. We will return a written answer to your company.

5.000 DELIVERY:

5.001 Delivery of equipment and services must be made by the successful vendor to:

Blinn College District
902 College Avenue
Brenham, Texas 77833

5.002 No allowance for loss, breakage, damage, or difficulties shall be made.

6.000 BILLING AND PAYMENT/DISCOUNTING:

6.001 All invoices are to be submitted and mailed to:

Blinn College District
902 College Avenue
Brenham, Texas 77833

6.002 Unless otherwise stated on the purchase order, payment will be net thirty (30) days after receipt of a correct invoice. If a cash discount is allowed for prompt payment, please indicate on the invoice. Partial payments may be paid if partial shipments have been made. Any penalty for delayed payment must be stated on the invoice.

7.000 TAX EXEMPTIONS:

7.001 Prices Bid SHALL NOT INCLUDE FEDERAL EXCISE OR STATE SALES AND USE TAXES as the COLLEGE is exempt from the payment of these taxes. Exemption Certificates for the Federal Excise Tax and State of Texas Sales Tax will be furnished upon request.

8.000 PRICE QUOTATIONS:

8.001 Lump sum price. The unit price shall include all costs of labor, profit, insurance, FOB freight, etc. to make operational and cover all work outlined in the specifications of this project.

8.002 Bids must be submitted on the forms provided to insure complete uniformity of wording of all bids. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

9.000 RIGHT OF VENDOR SELECTION:

9.001 You are notified that although the College is required to submit purchases of all contracts of \$50,000 to competitive bidding, it is not required to accept the lowest bid. In such purchasing the lowest bid may be rejected if the College, in the exercise of its best judgment, feels that the bid of one other than the low bidder will best serve the interest of the College.

9.002 Blinn College District reserves the right to accept or reject any or all bids in its entirety and/or waive all formalities. This inquiry implies no obligation on the part of the buyer, nor does the buyer's silence imply any acceptance or rejection of any quotation offer.

10.000 **REFERENCES:**

10.001 Please provide educational references in addition to non-educational references.

11.000 **CONFLICT OF INTEREST:**

11.001 No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171 and Chapter 176.

12.000 **ETHICS:**

12.001 The vendor shall not accept or propose gifts or anything of value nor enter any business arrangement with any employee, official or agent of Blinn.

12.002 House Bill 1295

Effective January 1, 2016, Blinn College shall comply with the "Disclosure of Interested Parties" requirements mandated by HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, contracts for goods or services which require an action vote by Blinn's governing body may not be executed by the college until the awarded vendor presents a signed and notarized form disclosing the interested parties to the contract. The awarded vendor will be required to complete the form prior to execution of the contract. If the awarded vendor does not comply, the award may be revoked. The filing application and information can be accessed at:

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

13.000 **STATE LAW REQUIREMENTS:**

13.001 This agreement will be governed and construed according to the laws of the State of Texas.

VENUE The parties agree that regarding any dispute or litigation that may arise in the execution and performance of this contract, that venue for all proceedings, judicial or otherwise shall be in "Washington County", Texas

13.002 All equipment and services furnished under this contract shall comply with applicable laws, ordinances, and regulations. The bidder shall give all notices and comply with all laws, ordinances, rules, and regulations, and without such notice to the authorized Owner's representative, the bidder shall bear all costs arising there from.

13.003 On May 30, 1995, Governor, George Bush, signed Senate Bill 1. It became effective on the day he signed it. The following is a requirement included in this law. It is mandatory that the College must include this in all Bids. Each vendor must respond to this section of the law.

Section 44.034 TEC. Notification of Criminal History of Contractor. (This section does not

apply to a publicly held corporation).

(a) A person or business entity that enters 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 school district must have advance notice that a person, 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.

(b) 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.

13.004 State of Texas Government Code Chapter 176 –

Vendors submitting a response to a Blinn College RFB/RFP are responsible for complying with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting a response to a RFB/RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your bid. A copy of the CIQ form can be found at the Texas Ethics Commission Web site.

14.000 UNIFORM & COMMERCIAL CODE:

14.001 This writing and subsequent interview information given and forward to the College shall be a sole and final expression of the agreement between the College and the vendor and is intended also as a complete and exclusive statement of the terms of their agreement. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is controlling.

14.002 This agreement shall be governed by the laws of the State of Texas. By submitting a signed bid, the vendor certifies that the company does not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, and certifies that the company complies with equal employment opportunity regulations.

15.000 ENTIRE AGREEMENT

15.001 This bid document, the authorized purchase order, and/or a signed contract constitute the entire agreement. No other document will prevail.

16.000 CANCELLATION

16.001 Blinn College District shall have the right to cancel for default all or any part of the undelivered portion of this contract if the Awarded Vendor breaches any of the terms hereof including warranties as bid or if the Awarded Vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any remedies which Blinn College District may have in law or equity.

Bidding questions should be referred to:

Ross Schroeder, Director of Purchasing

Blinn College District

902 College Ave

Brenham, TX 77833

(979) 830 4118

e-mail: ross.schroeder@blinn.edu

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 College must give advance notice to the College 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.

(I) (We), 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.

COMPANY NAME: _____

AUTHORIZED PRINTED NAME: _____

Title: _____

Check the appropriate box and sign the form.

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

AUTHORIZED SIGNATURE:

☐ My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE:

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

Name of Felony: _____

Details of Conviction(s)

AUTHORIZED SIGNATURE: _____

VENDOR CERTIFICATION FORM

1. Vendor hereby acknowledges that it is unlawful to offer, give, agree to give to any person, or solicit, demand, accept, or agree to accept from another person, a bribe, or unlawful gift, benefit, advantage, gratuity, payment, or an offer of employment in connection with or arising from this RFP or subsequent contract.
2. Persons submitting a response to this RFP must comply with all applicable laws, ordinances and regulations including the provisions of the State of Texas "Local Government Code Chapter 176. As applicable, the person submitting a response to this RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. A copy of the form can be found below or at the Texas Ethics Commission web site <http://www.ethics.state.tx.us/forms/CIQ.pdf>
3. Texas Resident Information: Chapter 2252, Subchapter A, of the Texas Government Code, establishes certain requirement applicable to proposers who are not Texas Residents. Under the Statute, a "Resident" vendor is one whose principal place of business is in Texas, including one whose ultimate parent company or majority owner has its principal place of business in Texas or employs at least 500 persons in the State of Texas:

Location of Principal Place of Business (City / State) and or Number of employees based in Texas:
Address _____

Or Number of Employees that reside in Texas: _____

4. **Debarment Certification:** Vendor certifies neither the owner or principal owner has been debarred, suspended, or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 "Debarment and Suspension" as described in the Federal Register and Rules and Regulations:

___ No, Vendor is not currently debarred, suspended or otherwise ineligible.
___ Yes, Vendor is currently debarred, suspended or otherwise ineligible.
5. In accordance with Chapter 2270 of the Texas Government Code, by accepting this contract, you verify that your firm does not Boycott Israel, and agree that during the term of this agreement will not Boycott Israel as that term is defined in the Texas Government Code, Section 808.001 as amended.
6. Texas Government Code, Subchapter F, Prohibition on Contracts with Certain Companies, Section 2252.152, Vendor certifies they do not do business with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organization that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153.

VENDOR CERTIFICATION. The undersigned, on behalf of Vendor, certifies that this proposal is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project, and is in all respects fair and without collusion, fraud, or unlawful acts.

It is further certified that the person whose signature appears below is legally empowered to bind the Company in whose name the proposal is entered.

Submitted this _____ day of _____, 2026 by and for the Company identified as follows:

Signature: _____

Printed Name: _____

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

Certification of Compliance with Executive Order GA-48

Pursuant to **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:

- A. Listed in [Section 889](#) of the **2019 National Defense Authorization Act (NDAA)**; or
- B. Listed in [Section 1260H](#) of the **2021 National Defense Authorization Act (NDAA)**; or
- C. **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
- D. **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 further certifies 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 **Blinn College District**. 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

EXHIBIT A - CONTRACTOR'S QUALIFICATION STATEMENT

SUBMITTED BY:

(Organization Name and address)

SUBMITTED TO:

Blinn College District
902 College Avenue
Brenham, TX 77833

RFP # 238 – Mechanical Contractor Services for Building D MAU Replacement at Blinn-Bryan Campus**THIS QUALIFICATIONS STATEMENT INCLUDES THE FOLLOWING:**

(Check all that apply.)

- ☐ Exhibit A – Contractor's Qualifications Statement
- ☐ W-9
- ☐ Certificate of Insurance
- ☐ Felony Conviction Notification
- ☐ Vendor Certification Form
- ☐ Conflict of Interest Questionnaire
- ☐ Certification of Compliance with Executive Order GA-48
- ☐ Bid Form

CONTRACTOR CERTIFICATION

The undersigned certifies that the information provided in this Contractor's Qualification Statement is true and sufficiently complete as requested in the RFP.

Authorized Representative Signature

Date

Printed Name and Title**NOTARY**

State of

County of: _____

Signed and sworn to before me this _____ day of _____.

Notary Signature

My commission expires: _____

1. QUALIFICATIONS, EXPERIENCE AND REPUTATION (30 POINTS)

- A. Identify the full legal name of your organization:

- B. Provide a brief statement on your Company profile and history:

- C. Identify the address of your organization's principal place of business. If your organization has multiple offices, you may include an exhibit or refer to a website:

- D. How many years has your organization been in business?

- E. How many full-time employees work for your organization?

- F. List the categories of work that your organization typically self-performs:

- G. To the extent known, list any subcontractors you intend to use for portions of work on the Project:

- H. State your organization's total number and dollar value of work currently under contract.

- I. Of the amount stated in Item H, state the dollar value of work that remains to be completed.

J. State your organization's annual value of construction work performed in the last five (5) years.

- i. 2025 \$ _____
- ii. 2024 \$ _____
- iii. 2023 \$ _____
- iv. 2022 \$ _____
- v. 2021 \$ _____

K. Provide details of any lawsuits/liens within (5) years.

L. Complete the following chart and list four (4) completed projects within the last five (5) years that are representative of your organization's experience and capabilities related to this RFP.

Project Name # 1	
Project Location	
Project Description	
Client / Owner	
Architect / Engineer	
Contractors Project Executive	
Key Personnel (including titles)	
Project Contract Amount	
Project Completion Date	
Photo(s)	

Project Name # 2	
Project Location	
Project Description	
Client / Owner	
Architect / Engineer	
Contractors Project Executive	
Key Personnel (including titles)	
Project Contract Amount	
Project Completion Date	
Photo(s)	

Project Name # 3	
Project Location	
Project Description	
Client / Owner	
Architect / Engineer	
Contractors Project Executive	
Key Personnel (including titles)	
Project Contract Amount	
Project Completion Date	
Photo(s)	

Project Name # 4	
Project Location	
Project Description	
Client / Owner	
Architect / Engineer	
Contractors Project Executive	
Key Personnel (including titles)	
Project Contract Amount	
Project Completion Date	
Photo(s)	

M. Complete the following chart and list three (3) client references of completed projects within the last five (5) years that are representative of your organization's experience and capabilities related to this RFP.

	Organization	Representative	Phone Number	Email
1.				
2.				
3.				

N. Identify three Architect or Engineer references:

	Organization	Representative	Phone Number	Email
1.				
2.				
3.				

O. Provide a copy of W-9.

___ Attached

P. Attach current certificate of insurance for your commercial general liability insurance, umbrella insurance policy and professional liability insurance, if any. Identify deductibles or self-insured retention for your commercial general liability policy.

___ Attached

Q. List of any State Cooperative Contracts in which you are registered (Optional)

- i. BuyBoard #
- ii. TIPS #
- iii. Choice Partners #
- iv. Other:

2. PROPOSED LEAD PERSONNEL (20 POINTS)

- A. Complete the following chart and identify key personnel from your organization who will be meaningfully involved with work on this Project and indicate their position on the Project team, whom they report to, their education and certifications, their office location, their experience, list completed projects similar to the Project on which they have worked, and list any current projects and anticipated completion dates.

Proposed Personnel Name	Project Role	Reports to	Education & Certifications	Office	Years in the Industry	Completed Projects and year completed	Current Projects and Substantial Completion
<i>John Smith</i>	<i>Principal</i>	<i>Self</i>	<i>Bachelor of Construction Science, Welding</i>	<i>Houston</i>	<i>20 years</i>	<i>College XYZ 2025 Green ISD 2023 University D 2024</i>	<i>College ABC 2025 University A 2027</i>

3. PROJECT TIMELINE (15 POINTS)

A. Indicate in a brief paragraph whether your company can meet the project timeline as specified under this RFP.

☐ Yes

☐ No,

B. Provide an overview of the key milestones or tasks that will be important to accomplish the project's timeline:

C. Attach a detailed schedule in Gantt format for the project (Optional).

☐ Optional schedule attached.