

**IRVING INDEPENDENT SCHOOL DISTRICT**  
PURCHASING DEPARTMENT

2621 West Airport Freeway  
PHONE: (972) 215-5440

IRVING, TX 75062  
FAX: (972) 215-5442

**COMPETITIVE SEALED PROPOSAL**  
**CSP #09-08 – GREASE TRAP SERVICE**

Please RESPOND on the following not later than 3:00 P.M. December 2, 2008.

SUBMIT ONE ORIGINAL PROPOSAL AND ONE COPY.

Mark sealed envelope "**CSP 09-08 GREASE TRAP SERVICE**", proposal will open at **3:00 PM on December 2, 2008**. Deliver envelope to the Purchasing Office address at the top of this form or mail to:

MAIL TO:

Rick Powell, Director of Purchasing  
Irving ISD  
P.O. Box 152637  
Irving, TX 75015-2637

OR DELIVER TO:

2621 West Airport Freeway  
Irving, TX 75062

Any submissions of information or documents to Irving ISD (District) pursuant to this bid or proposal is deemed public information by the District unless the Director of Purchasing of the District is otherwise noticed in writing and responds to vendor in writing receiving said notice.

In determining the award of contracts, the District shall consider factors in accordance with Section 44 Texas Education Code.

The right is reserved to accept or reject quotations on each item separately or as a whole.

**IRVING INDEPENDENT SCHOOL DISTRICT**

By: 

Richard Powell, Director of Purchasing  
[rpowell@irvingisd.net](mailto:rpowell@irvingisd.net)

Company Name: \_\_\_\_\_

Signature of authorized representative \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Email \_\_\_\_\_

Phone (        ) \_\_\_\_\_ Fax (        ) \_\_\_\_\_

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

**NON-COLLUSIVE BIDDING CERTIFICATE**

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential Competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

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**Texas Education Code Section 44.034.**  
**Notification of Criminal History of Contractor**

- a) 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.

Vendor response (initial): negative \_\_\_\_\_ or see attached information \_\_\_\_\_

- 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.

- c) This section does not apply to a publicly held corporation. Initial if (c) applies \_\_\_\_\_

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**Is the vendor licensed to do business in the state of Texas? yes \_\_\_\_\_ no \_\_\_\_\_**

**If awarded under this RSP # 09-08, vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws and regulations related to the performance of services for Irving ISD. yes \_\_\_\_\_ no \_\_\_\_\_**

**Signature below certifies accuracy of answers to all sections on this page.**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone Number (            ) \_\_\_\_\_

Date \_\_\_\_\_

**CONFLICT OF INTEREST**

Effective May 25, 2007, Section 176.006, Local Government Code requires that persons or agents who enter or seek to enter into a contract with a local government entity shall file a completed conflict of interest questionnaire (Form CIQ), if they have an employment or other business relationship with an officer or family member of an officer of the entity or have given the officer or family member gifts in excess of \$250 aggregated over a twelve-month period. Failure to disclose this information is a Class C misdemeanor. This requirement will be addressed in all request for bids or proposals but vendors doing business with the district by purchase orders must also complete this form. Negative responses are not required.

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**VISITOR REGISTRY SYSTEM**

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

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**EPCNT**

Approximately 53 school districts in the area have formed, through an inter-local agreement, the Educational Purchasing Cooperative of North Texas (EPCNT). You may learn about EPCNT at <http://www.epcnt.com/>. Should any of these entities decide to participate in this bid, would you (the vendor) agree to extend your offer to all member school districts? Terms and conditions and pricing must be the same as for Irving ISD.

\_\_\_\_\_NO, \_\_\_\_\_YES

If vendor checks yes, the following will apply:

Terms and conditions and pricing will be the same as Irving ISD. Members and participants of the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract awarded as a result of this solicitation. All purchases by members and participants other than the Irving ISD will be billed directly to that entity and paid by that entity. Irving ISD will not be responsible for another entity's debts. Each governmental entity will order its own materials/services as needed.

**Signature below certifies authorizes EPCNT participation for this offer by the responding vendor.**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

## **IRVING INDEPENDENT SCHOOL DISTRICT GREASE TRAP SERVICE**

### **SCOPE:**

The purpose of this proposal is to establish a competitive contract for servicing the grease traps for various Irving Independent School District (Irving ISD) locations on an annual and/or on an as needed call-in basis. All vendors supplying prices shall be established vendors whose primary business is liquid waste disposal.

This bid will be firm for one (1) year from date of award, with the option to be renewed for two (2) addition years, in one (1) year increments, provided all prices remain firm and all parties agree.

### **GENERAL REQUIREMENTS:**

All bidders submitting proposals for this work shall comply with the following special conditions. Bidders submitting proposals which do not comply with these special conditions shall not be considered.

The bidder will obtain all permits and perform all tests required or that may be required by the Federal, State and Local authorities. The bidder shall be in full compliance with all EPA, Federal, State and Local laws, rules, regulations and code pertaining to the handling, removal and transportation of raw liquid waste.

The successful bidder shall complete and comply with all specifications, requirements and documents as required in the performance of the contract for the purpose of providing the building owner a guarantee upon job completion.

The contractor shall include the cost of the guarantee in his bid prices if applicable.

All contractors bidding this work shall comply with prevailing wage rates in accordance with the civil statutes of the State of Texas.

### **IRVING ISD RESPONSIBILITY:**

Irving ISD will provide access to the work site.

Irving ISD personnel will provide on-site acceptance inspection for compliance with the specifications contained herein and in manufacturer's installation instructions, but exclusive of any inspection required by federal state or local authority.

**SAFETY INSTRUCTIONS:**

No asbestos containing materials will be utilized.  
No rigging of equipment over occupied areas.  
General safety rules must be followed at all times.  
Contractor is responsible for all damaged caused by their employees or representatives in the performance of this contract.  
No smoking or use of tobacco products is permitted in District buildings or on any District property.  
No alcoholic beverages or drugs of any type will be permitted in any District building or facility or on District grounds.

**DETAILED SPECIFICATIONS:**

Irving ISD requires that all traps be serviced three (3) times per year. This will be done over the Winter Break, (usually last two weeks of December), Spring Break, (March), and during the summer break (June or July).

On occasion the district will require the traps to be serviced on an on-call basis, the service call should not exceed a two (2) work-day response time. In addition, Irving ISD will require all trap servicing during the school year on a per call basis from Irving ISD Maintenance Department. Irving ISD reserves the right of observation and inspection.

All bids must be firm for a period of one (1) year from date of award, or bid will not be considered. The contract shall be renewable at the discretion of Irving ISD for two (2) additional years, in one (1) year increments, provided all prices remain firm and both parties agree. The vendor shall notify the district ninety (90) days prior to the anniversary date of contract whether price and terms shall remain unchanged for the subsequent renewal of one (1) year period

Acceptable services for traps shall include:

1. Complete removal of all waste material in the trap.
2. Scrape, clean, and wash walls of the trap.
3. Clean any spillage and leave traps in a clean and sanitary condition.
4. No water will be returned from the truck to either side of the trap.
5. All trap lids are to be secured as found.
6. Copies of properly completed City "Trip Tickets", including school location by name will be provided with invoices to show proper disposal of waste material. Invoices will not be paid until these trip tickets are received.
8. All permits required by each city will be the responsibility of the contractor that is awarded this contract.

**CONTINGENCY:**

If, throughout, the course of the year, a problem arises with any individual grease trap and it requires an additional pumping and cleaning, unit pricing will be used.

Recognizing trip and overhead expenses, clearly state if there is a minimum order charge for this special servicing.  
Prices must be quoted for each specified location for each annual servicing and prices must be quoted for individual call-in basis pumping and cleaning.  
If additional Grease traps are added during the life of the contract award they will be billed at the same rate.

The following must be submitted with bid or bid will not be considered:

1. Copies of current Liquid Waste Transportation Permits for each truck to be used.
2. Copy of state permit for disposal site to be used, and name and phone number.
3. Proof of Insurance in the form of a Certificate of Insurance for general liability coverage that meet at a minimum statutory requirement for workmen's compensation coverage.
4. A payment bond will be required by the successful vendor if services exceed \$25,000.00 annually.

**EVALUATION CRITERIA:**

Bids and Proposals are evaluated on a scale of 1 to 10, using the criteria specified in Subchapter B, Section 44.03(b), Texas Education Code specifically:

1. The purchase price;
2. The reputation of the vendor and of the vendor's goods or services;
3. The quality of the vendor's goods or services;
4. The extent to which the goods or services meet the district's needs;
5. The vendor's past relationship with the district;
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
7. The total long-term cost to the district to acquire the vendor's goods or services; and
8. Any other relevant factor specifically listed in the request for bids or proposals.

## Locations

Irving High School	900 N. O'Connor Rd	75061
MacArthur High School	3700 N. MacArthur Rd	75062
Nimitz High School	100 W. Oakdale	75060
The Academy High School	4601 N. MacArthur	75038
Austin Middle School	825 E. Union Bower	75061
Bowie Middle School	600 E. Sixth St	75060
Crockett Middle School	2431 Hancock St	75061
deZavala Middle School	707 W. Pioneer	75061
Houston Middle School	3033 W. Country Club	75038
Lamar Middle School	219 Crandall	75060
Travis Middle School	1600 Finley	75062
Barton Elementary	2931 Conflans	75061
Brandenburg Elementary	2800 Hillcrest	75062
Britain Elementary	631 Edmondson	75060
Brown Elementary	2501 W. Tenth	75060
Davis Elementary	310 Davis	75061
Elliott Elementary	1900 S. Story Rd	75060
Farine Elementary	615 Metker	75062
Gilbert Elementary	1501 E. Pioneer Dr	75061
Good Elementary	1200 E. Union Bower	75061
John Haley Elementary	1100 Schulze	75060
Thomas Haley Elementary	3601 Cheyenne	75062
Hanes Elementary	2730 Cheyenne	75062
Johnston Elementary	2801 Rutgers	75062
Keyes Elementary	1501 N. Britain	75061
Lee Elementary	1600 Carlisle	75062
Lively Elementary	1800 Plymouth Dr	75061
Schulze Elementary	1200 S. Irving Heights	75060
Stipes Elementary	3100 Cross Timbers	75060
Townley Elementary	1030 Vilbig	75060
Townsell Elementary	3700 Pleasant Run	75038
Clifton Early Childhood	3950 Pleasant Run	75038
Kinkeade Early Childhood	2333 Cameron	75060
Pierce Early Childhood	901 Britain Rd	75061
Administration Building	2621 West Airport Frwy	75062

**IRVING INDEPENDENT SCHOOL DISTRICT  
GREASE TRAP SERVICE**

**CSP 09-08 GREASE TRAP SERVICE**

Specify the total cost per bid specification for the complete annual and call-in basis for grease traps and service to be performed at all locations. All cost shall be included in the price. No additional charges will be paid. Additional grease traps installed during the life of this contract will be at the same rate quoted.

<b>FACILITY</b>	<b>APPROX. SIZE GALLONS</b>	<b>ANNUAL BID PRICE 3X per Year</b>	<b>ON-CALL UNIT PRICE AS NEEDED</b>
<b>High Schools</b>			
Irving	1900	\$ _____	\$ _____
MacArthur	1500	\$ _____	\$ _____
Nimitz	2000	\$ _____	\$ _____
The Academy	2000	\$ _____	\$ _____
<b>Middle Schools</b>			
Austin	1000	\$ _____	\$ _____
Bowie	1000	\$ _____	\$ _____
Crockett	500	\$ _____	\$ _____
deZavala	1500	\$ _____	\$ _____
Houston	1500	\$ _____	\$ _____
Lamar	1000	\$ _____	\$ _____
Travis	1500	\$ _____	\$ _____
<b>Elementary Schools</b>			
Barton	1000	\$ _____	\$ _____
Brandenburg	1000	\$ _____	\$ _____
Britain	1000	\$ _____	\$ _____
Brown	1000	\$ _____	\$ _____
Davis	1000	\$ _____	\$ _____
Elliott	1500	\$ _____	\$ _____
Farine	1000	\$ _____	\$ _____
F.M. Gilbert	1000	\$ _____	\$ _____
Good	1500	\$ _____	\$ _____
John Haley	1500	\$ _____	\$ _____
Tom Haley	1000	\$ _____	\$ _____
Hanes	800	\$ _____	\$ _____
Johnston	1000	\$ _____	\$ _____
Keyes	1000	\$ _____	\$ _____
Lee	1000	\$ _____	\$ _____
Lively	1000	\$ _____	\$ _____
Schulze	1000	\$ _____	\$ _____
Townley	1000	\$ _____	\$ _____
Townsell	2000	\$ _____	\$ _____
Stipes	2500	\$ _____	\$ _____
<b>Early Childhood</b>			
Clifton	1000	\$ _____	\$ _____
Kinkeade	1000	\$ _____	\$ _____
Pierce	1000	\$ _____	\$ _____
Administration Bldg.	1000	\$ _____	\$ _____

**REFERENCES:** Please list three references. School districts preferred.

1. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

2. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Bid Submitted By:

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_ FAX: (     ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TYPED/PRINTED NAME: \_\_\_\_\_