



IDEA Public Schools

Invitation for Bid

For

JANITORIAL SUPPLIES

#06-IFB-CNP-2122



Invitation for Bid #06-IFBCNP2122 Janitorial Supplies
Bid Posting: Monday February 28, 2022
Bid Due Date: Tuesday, April 5, 2022 @ 3:00PM CST
Contact: Samuel Arevalo, Purchasing Analyst, MBA,



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4. SCHEDULE OF EVENTS

Date Solicitation Opens:	Monday, February 28, 2022
Pre-Bid Meeting Date and Time:	Tuesday, March 22, 2022 @ 11:00AM CST
Deadline for Written questions & approved equal's request:	Wednesday, March 23, 2022 @ 3:00PM CST
Deadline for responses from IDEA Public Schools:	Thursday, March 24, 2022 @ 5:00PM CST
IFB Due Date and Time:	Tuesday, April 5, 2022 @ 3:00PM CST

IFB packet will be available at 8:00 AM CST on Monday, February 28, 2022, at the Headquarters Office located at 2115 W. Pike, Weslaco TX 78596 and on our website at the following link <https://ideapublicschools.org/our-story/finance-budget/>. The vendor is responsible for obtaining any updates or amendments to the IFB from the website. The deadline for submitting bids for this IFB is Tuesday, April 5, 2022 @ 3:00 PM CST.

The conference call will be held via web on <https://bluejeans.com/491998766> or join via phone: +1-888-240-2560 (Conference ID: 321 875 600) on Tuesday, March 22, 2022 @ 11:00AM CST. Any information given to one prospective vendor will be furnished to all prospective vendors as an Addendum if such information is necessary to vendors in submitting their bids or if the lack of such information would be prejudicial to an uninformed vendor.



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6. SCOPE OF WORK/REQUESTED PRODUCT(S)

IDEA expectations with respect to the performance by each vendor in connection with the purchases are set out in the "Contract Documents" which consist of the Invitation for Bids ("IFB"), Instructions to Vendors, Standard Terms and Conditions, and Bid Sheet. Vendors who fail to examine the Contract Documents do so at their own risk.

- A. The bid item list and specifications that follow are specific requirements. Any deviation or comparable product must be properly identified and be accepted by IDEA Public Schools through individual submittals of Attachment "K" included in this IFB packet, one for each deviation. Any deviation to specifications must be listed and clearly defined.
- B. Description of items and price will be captured and listed on Attachment "L". For this reason, vendors are discouraged from describing any deviations simply as "equal" or "exceeds" the defined requirements: Instead, vendors are strongly encouraged to explain all deviations in the template provided. Failure to do so may result in the rejection of the bid and or product for non-compliance.
- C. IDEA intends to obtain janitorial supplies



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9. PROCUREMENT CONDITIONS/ GENERAL TERMS

Procurement of the items under this IFB shall be in accordance with the IDEA Public Schools Purchasing Policy¹ and the terms and conditions set forth in this section and shall form a part of the contract documents and purchase order for goods and/or services included in this IFB:

1. IDEA is utilizing the Invitation for Bid (IFB) method of procurement in accordance with the Code of Federal Regulations, 2 CFR § 200.320(b)(1).
2. The listed bid items are commonly acquired items and prices will be used to determine best value, with the selection of the successful bidder made principally based on price, as set forth at 2 CFR § 200.320(b)(1)(i)(C).
3. In accordance with 2 CFR § 200.320(b)(1)(ii)(D), a firm fixed price contract will be awarded to the lowest resp.4 (n)0.6 (ac200.)3.(ut)3.5 (32.5 (F)13Tw 16.1440.003 Tw T* [(r)-5 (c)3)-4.3t 72.5 1.5 (e)6.1 (s)-2 ()3.6 8ow19

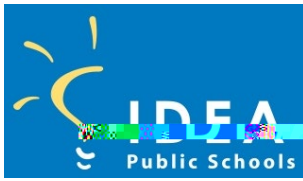


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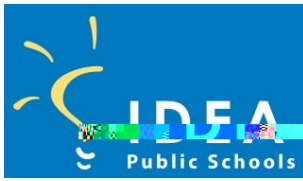


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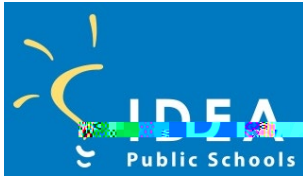
15. ATTACHMENTS



Invitation for Bid#06-IFB



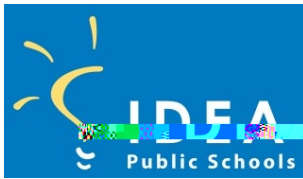
Invitation for Bid#06-IFBCNP2122Janitorial



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ATTACHMENT "C"

CERTIFICATION REGARDING WORK HOURS AND SAFETY STANDARDS



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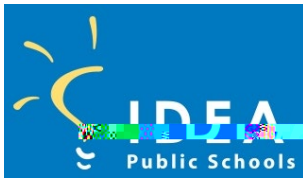
- o The contractor or subcontractor shall insert in any subcontracts the clauses set forth in previous paragraphs of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in previous paragraphs of this section.

Name of Organization/Firm

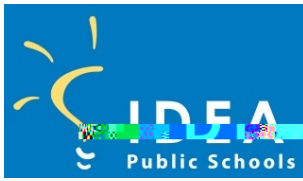
Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative



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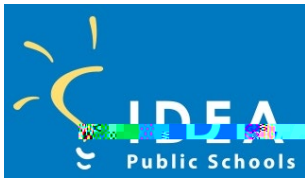


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ATTACHMENT "F"

CONFLICT OF INTEREST QUESTIONNAIRE

Instruction to respondent:





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ATTACHMENT "G"

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The (Respondent Name) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. (Respondent Name) conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

(Respondent Name) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70). based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.



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_____ is committed to promoting equal employment opportunity through



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ATTACHMENT "H"

FELONY CONVICTION DISCLOSURE STATEMENT.

Instruction to respondent: This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. Failure to complete this form pursuant to this and other instructions shall disqualify the bid.

Pursuant to Texas Education Code Section 44.034, Notification of Criminal History of Contractor, "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." Additionally, in accordance with this state law, "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



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CRIMINAL HISTORY REVIEW OF RESPONDENT EMPLOYEES

Instruction to respondent: This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must initial and sign this form in blue ink. Failure to complete this form pursuant to this instruction will disqualify the bid.

I, the undersigned agent for _____ (“Respondent”), certify that:

_____ (Initial) None of the employees of Respondent and any subcontractors are “covered employees” as defined on the instructions to this form. If this box is checked, I further certify that Respondent has taken precautions or imposed conditions to ensure that the employees of Respondent and any subcontractor will not become covered employees. Respondent will maintain these precautions or conditions throughout the time the contracted services are provided.

or

_____ (Initial) Some or all of the employees of Respondent and any subcontractor are “covered employees.” If this box is initialed, I further certify that:

- (1) If Respondent receives information that a covered employee subsequently has a reported criminal history, Respondent will immediately remove the covered employee from contract duties and notify IDEA Public Schools (the “School”) in writing within three (3) business days;
- (2) Upon request, Respondent will provide the School with the name and any other requested information regarding covered employees so that the School may obtain criminal history record information on the covered employees;
- (3) If the School objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Respondent agrees to discontinue using that covered employee to provide services to the School; and
- (4) All covered employees hired after January 1, 2008 have completed the required background check process prior to performing any duties related to the School or having any direct contact with students.

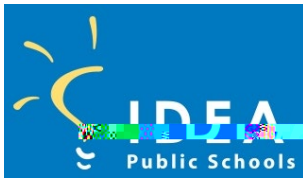
I understand that non-compliance with this certification by Respondent may be grounds for contract termination and/or barring disqualified persons from performing the work.

Signature of Authorized Representative

Date Signed

Pursuant to Texas Education Code §22.0834, entities that contract with IDEA Public Schools are required to provide services to obtain named based criminal history and/or fingerprinting record information regarding “covered employees.”

Any contractor interested in participating in the School’s purchasing and contracting process must comply with the requirements of Texas Education Code §22.0834 by working with the Texas Department of



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Public Safety to conduct fingerprint checks on employees prior to being awarded a contract. Contractors who fail to follow the fingerprint process will not be allowed to compete for School contracts.

Definitions:

“Covered Employees”: Any employee of a contractor or subcontractor who (1) has or will have continuing duties related to the contracted services and (2) has or will have direct contact with students. IDEA Public Schools (the “School”) retains the discretion to determine what constitutes direct contact with students.

“Disqualifying Criminal History



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ATTACHMENT "1"

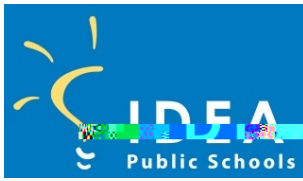
CERTIFICATION REGARDING LOBBYING

PROCUREMENT

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

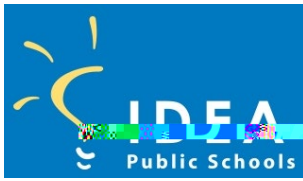
- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose according to 1 t (c)-1.7d0.011 as



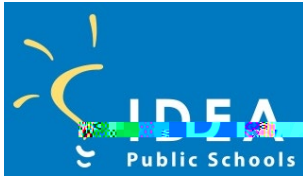
Invitation for Bid#06-



Invitation for Bid#06-IFB



Invitation for Bid#0



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ATTACHMENT "M"

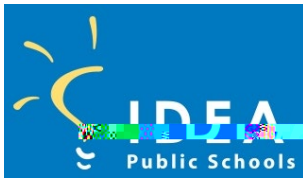
DELIVERY LOCATIONS

Campus	h
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36	IDEA Brownsville	4395 Paredes Line Rd. Brownsville, TX 78526
37	IDEA Weslaco	1000 E. Pike Blvd. Weslaco, TX 78596
38	IDEA Riverview	30 Palm Blvd. Brownsville TX 78520
39	IDEA Robindale	3802 Ruben M Torres Blvd. Brownsville, TX 78520
40	IDEA Carver	217 Robinson Pl. San Antonio, TX 78202
41	IDEA Monterrey	222 SW 39th St. San Antonio TX. 78236
42	IDEA Walzem	6445 Walzem Rd. San Antonio, TX 782
43	IDEA EastSide	2519 Martin Luther King Dr. San Antonio, TX 78220
44	IDEA Judson	13427 Judson Rd. San Antonio, TX 78233
45	IDEA Harvey E. Najin	926 S. WW. White Rd. San Antonio, TX 78220
46	IDEA Mays	1210 Horal Dr. San Antonio, TX 78245
47	IDEA Edwin Halsell	2523 W. Ansley Blvd. San Antonio, TX 78224
48	IDEA South Flores	6919 S. Flores St. San Antonio, TX 78221
49	IDEA Brankenridge	5555 Old Pearsall Rd. San Antonio, TX 78242
50	IDEA Ingram Hills	3115 Majestic Dr. San Antonio, TX 78228
51	IDEA Burke	10434 Marbach Rd. San Antonio, TX 78245
52	IDEA Montopolis	1701 Vargas Rd. Austin, TX 78741
53	IDEA Runberg	9504 N. IH 35 Austin, TX 78753
54	IDEA Bluff Springs	1700 E. Slaughter Ln. Austin, TX 78747
55	IDEA Pflugerville	1901 E. Wells Branch PKWY Pflugerville, TX 78660
56	IDEA Kyle	640 Pjilomena Dr. Kyle, TX 78640
57	IDEA Health Professions	5816 Wilcab Rd. Austin, TX 78721
58	IDEA Parmer Park	1438 E. Yager Ln. Austin TX 78753
59	IDEA Rio Vista	210 N. Rio Vista Rd. Socorro, TX 79927
60	IDEA Edgemere	15101 Edgemere



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ATTACHMENT "N"

TERMS & CONDITIONS FOR CONTRACTS PAID WITH FEDERAL FUNDS

Instruction to bidder: With respect to the use of federal funds for the procurement of goods and services, pursuant to § 200.326 of Title 2 to the Code of Federal Regulations ("2 CFR") and Appendix II to 2 CFR 200, the following contract provisions are hereby made a part of this IFB and the resulting contract between IDEA Public Schools ("School") and Bidder. A duly authorized representative must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the bid.

- A. Remedies for Contract Breach or Violations. Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
- B. Termination for Cause and Convenience. All contracts in excess of \$10,000 must address termination for cause and for convenience by the School, including the manner by which it will be affected and the basis for settlement.
- C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- D. Davis-Bacon Act. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by School must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. School must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. School must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The School must report all suspected or reported violations to the Federal awarding agency.
- E. Contract Work Hours and Safety Standards Act. Where applicable, all contracts awarded by School in excess of \$100,000 that involve the employment of mechanics or laborers must include a



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Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

I, the undersigned agent for the company named below, represent that the company agrees to the contract provisions set forth on this form.

Company Name: _____

Signature of Authorized Representative

Date Signed



6

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Bid Date: January 5 (noon) - 05



IDEA Public Schools
21000 West 15th Avenue, Suite 100
Westminster, CO 80040
Phone: 303.377.0000
Fax: 303.377.0000

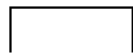
We appreciate your interest in becoming a vendor with IDEA Public Schools. Before we can set you or your business up in our software system and do business with you, please fill out and return the vendor packet in its entirety.

Here are a few things to keep in mind:

- x Does your business accept purchase orders?
- x Do not perform services or fulfill any orders without an approved purchase order in place.
- x IDEA Public Schools is not responsible for materials, supplies or equipment delivered without an approved purchase order.
- x IDEA Public Schools has a 30-day net payment policy.
- x IDEA Public Schools does not pre-pay vendor for goods or services.
- x Do not over ship or substitute items from the original purchase order unless pre-approved by the Purchasing or Accounts Payable Manager or the Director of Procurement.
- x Invoices must be rendered on the date of completed shipment of all materials/items on the purchase order. Separate billing for partial shipments is not allowed unless other arrangements have been done with Accounts Payable Manager or Director of Procurement.
- x IDEA Public Schools will verify if your business has been debarred or suspended on www.sam.gov
- x IDEA Public Schools will verify information on your W9 with the IRS website for TIN matching.
- x All invoices should be sent to procurement@ideapublicschools.org

For questions, please contact:

Jennifer Ornelas, Finance Procurement Analyst
P.956-373-3819 | jennifer.ornelas@ideapublicschools.org





Request for Taxpayer Identification Number and Certification

a **6** b www.irs.gov/FormW9 **b b d b b b n**



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 of the person whose name is entered on line 1. Check only a of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ^a _____ <input checked="" type="checkbox"/> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is b disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ^a	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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
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)	

8 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.

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

5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0



IDEA Public Schools
2100 Westpark Drive, Suite 1000
Westpark, Texas 78680
Phone: 956.377.0000
Fax: 956.447.4458

CONFLICT OF INTEREST

Before IDEA Public Schools can set you or your business up as one of our approved vendors, we require a Conflict of Interest form to be completed. Fill out the attached form and return it as part of your completed vendor packet. This form is required in order to comply with Chapter 176 of the Texas local government code.

- x If not related to an IDEA Public Schools employee, Officer (Board Member) or are related to a family member of the Officer – Write your name or business name and N/A in box 1.
- x If related to an IDEA Public Schools employee Officer (Board Member) or are related to a family member of the Officer – Fill out the form entirely. List the name of the IDEA Public Schools employee you are related to in box 3 and your relationship to that person in Section D.
- x Be sure to sign and date the form.

If you have any questions, please contact:

Jennifer Ornelas, Finance Procurement Analyst
P.956-373-3819 | jennifer.ornelas@ideapublicschools.org



5 d

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h

5 k b g ch o b w p B 2 a g g 5

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.

5 5 0

Date Received

1 bh b d lv b a b lv b gn h

2 5 b b f y a g a p o a p 5 k (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 bh b b gn b b bn b bn 5 g 5

Name of Officer

4 5 k b b f y a g a p o a p 5 k

5 d g b w b g h

A complete copy of Chapter 176 of the Local Government Code may

SB9 FORMS

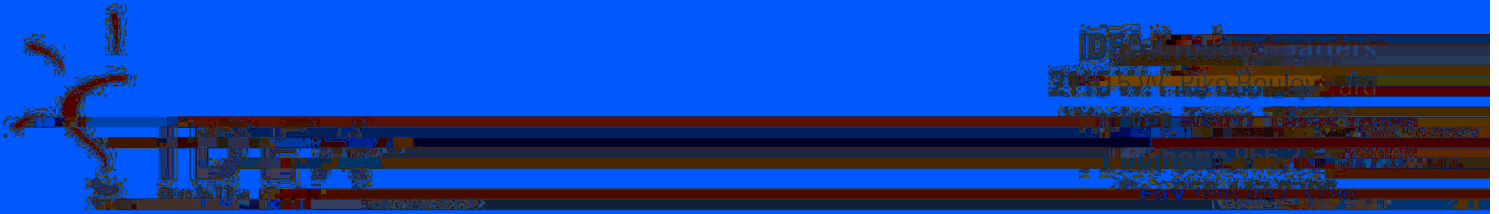
HUMAN RESOURCES

Criminal History Review of Contractor Employees

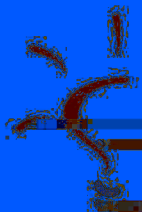
Texas Education Code § 22.0834 requires entities that contract with school districts or charter schools to provide services to obtain named based criminal history and/or fingerprinting record information regarding “covered employees.”

Definitions:

“*Covered Employees*”: Any employee of a contractor or subcontractor who (1) has or will have continuing duties related to the contracted services and (2) has or will have direct contact with students. IDEA Public Schools (the “School”) retains the discretion to determine what constitutes direct contact with students.

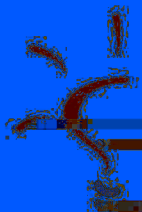


solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The school and the charter districts must report all suspected or reported violations to



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Invitation for Bid #06-IFBCNP2122 Janitorial Supplies
Bid Posting: Monday February 28, 2022
Bid Due Date: Tuesday, April 5, 2022 @ 3:00PM CST
Contact: Samuel Arevalo, Purchasing Analyst, MBA, CTC

END OF IDEA PUBLIC SCHOOLS IFB

PACKAGE FOR CHILD NUTRITION PROGRAM DEPARTMENT