



**IDEA Public Schools**

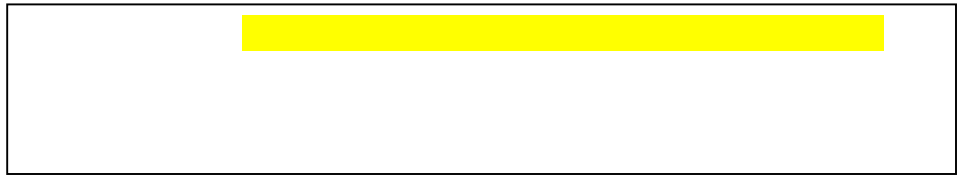
**Invitation for Bid**

**For**

**Grease Trap Cleaning Services**

**#05 FB-CNP-2223**





### **1.BACKGROUND INFORMATION**

**IDEA Public Schools ("IDEA") is a growing network of tuition free K-12 public charter schools serving 76,000 students in 143 schools throughout the Rio Grande Valley, San Antonio area, Austin area, Houston, Fort Worth metroplex, Odessa, and El Paso, in the 2021-2022 school year. IDEA will operate 194 schools by 2023. IDEA is committed to 'College for All Children!' and has sent 100% of its graduates to college for six consecutive years. IDEA Public Schools is a Texas nonprofit corporation exempt from federal taxation pursuant to Section 501(c)(3) nonprofit organization of the U.S. Internal Revenue Code. Funding for IDEA Public Schools operations and programs are provided through fundraising, philanthropic grants, state, and federal funding.**

### **2.GENERAL INTENT**

**Through this Invitation for Bids (IFB), IDEA is soliciting bids for the purchase and delivery of Grease Trap Services for the campuses identified in Attachment "M". Grease Trap Services shall be delivered/rendered when specified/requested.**

**Each vendor shall furnish the information required in the bid package. The vendor shall sign the IFB Bid Response Cover Page and all addenda(s) (if issued). The person signing the Bid Response Cover Page must initial at the bottom of every page, erasures, and/or other changes. Bids signed by an agent must be accompanied by evidence of the agent's authority unless such evidence has been previously furnished to IDEA.**

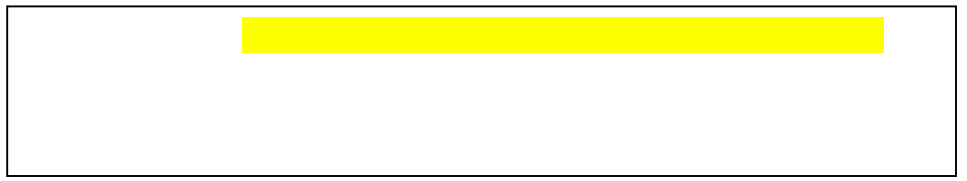
- a. Deliveries shall be Freight on board (FOB) Destination to IDEA destination sites. Freight prepaid and assumed by the vendor. IDEA reserves the right to pickup items in lieu of delivery from local vendors.**
- b. IDEA does not pay Federal Excise Taxes. Tax exemption certificates will be provided upon request.**
- c. The vendor may offer an "equal" product or product exceeding specifications as an alternative. Final determination of whether an item is an "approved equal" remains with IDEA.**
- d. Bids submitted on forms other than the IDEA forms or with different terms or provisions may be considered as non-responsive bids.**
- e. All bids shall remain firm for a term of 120 days after IFB solicitation period is closed.**
- f. The vendor shall certify that no federal or state suspension or debarment is in place, which would preclude receiving a state or federally funded award.**

### **3.RESERVATIONS**

**IDEA expressly reserves the right to**

- a. Waive minor deviations from the specifications when it is determined that the total cost to IDEA of the deviation is lower than the lowest conforming bid which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating bid is equal to or greater than that of the conforming bid.**
- b. Waive any defect, irregularity, or informality in any IFB procedure.**
- c. Reject any or all bids.**
- d. Amend the IFB prior to bid opening date to extend or make changes to a specification(s).**
- e. Procure any item by other means.**

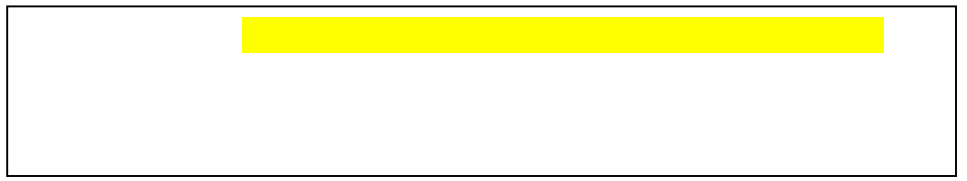
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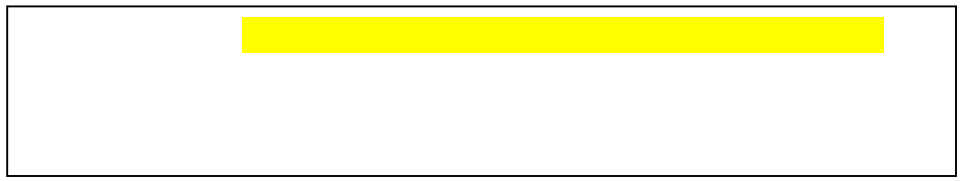
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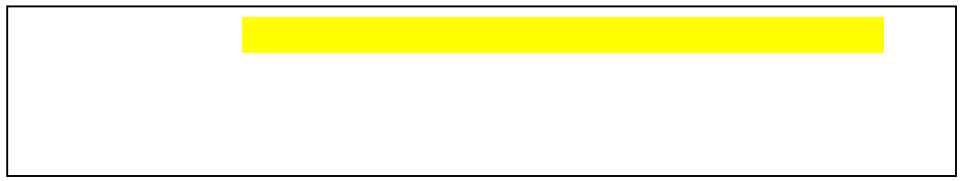


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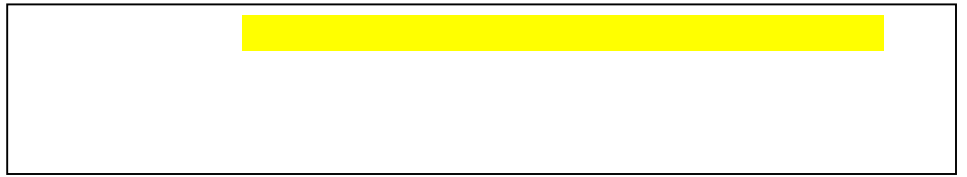


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**See coversheet below**

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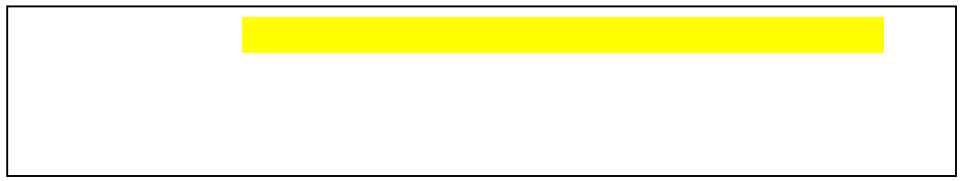










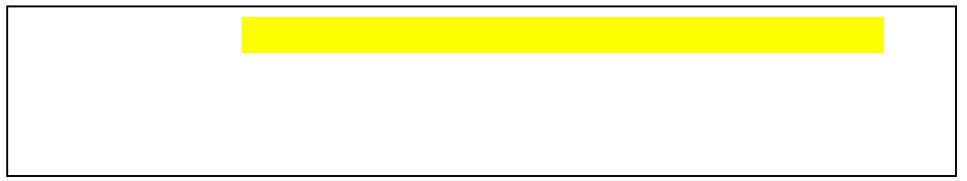


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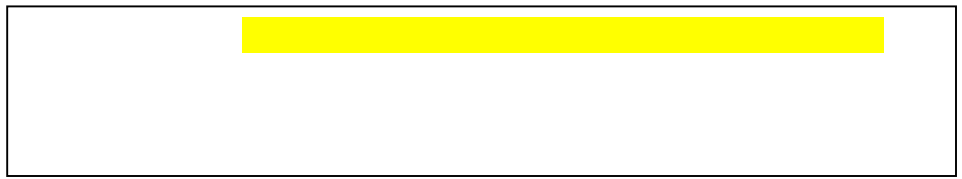








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**ATTACHMENT 'T'**

**CERTIFICATION REGARDING LOBBYING**

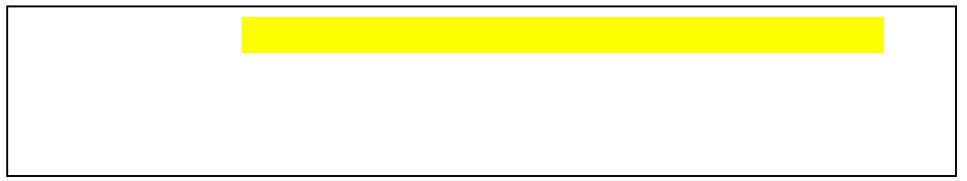
**PROCUREMENT**

**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 \$100,000.**

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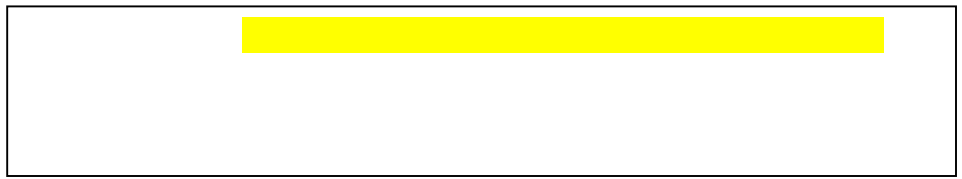
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**ATTACHMENT "L"**

**SPECIFICATIONS - PRICING**

<b>Item Description</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Cost USD</b>	<b>NOBS *price per gallon</b>
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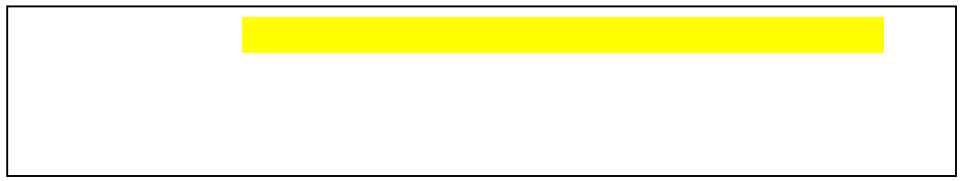
Completely remove all fat, oil, or grease waste, other liquid waste, semi-solid or solid residue from the grease trap when the grease trap is cleared, and clean the grease trap the entire of

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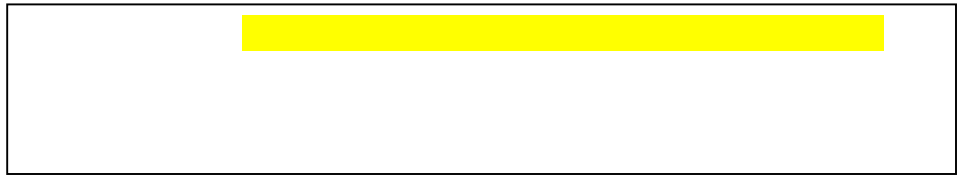
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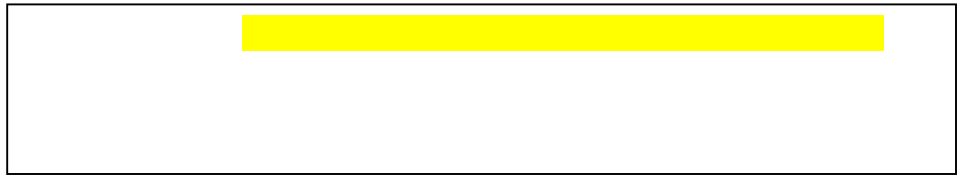
**ATTACHMENT "N"**

**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 instructions 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.**





**the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the 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**



- Accept Purchase Orders
- Services/goods shall **not** be rendered **without** an approved purchase order in place.
- IDEA Public Schools is not responsible for services, materials, supplies and/or equipment rendered without an approved purchase order.
- IDEA Public Schools has a 30-day net payment policy.
- IDEA Public Schools does not pre-pay services.
- Goods or services provided must adhere to





# IDEA Public Schools

## VENDOR MAINTENANCE FILE

New Vendor *(check one)*  
 Revision to Vendor File

Name: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**Remit to Address (if different)**

Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Alt. Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Vendor's Identification Number

Individual's Social Security Number \_\_\_\_\_ *i.e. (123-45-6789)*

Business / Company's Employer I.D. # \_\_\_\_\_ *i.e. (74-1234567)*

CO-OP Member:  YES/NO  *(check one)*

If YES, which one \_\_\_\_\_

CO-OP Contract # \_\_\_\_\_

Effectives 1E.7a2Tw 10.98 0 10.98 Td(0T) 0.001 Td(ch)1.111 (e)T85

**Form 1099: Box 1**

**Form 1099: Box 6**

**Form 1099: Box 7**



# ACH Vendor Payment Enrollment Form

(Only for use with banks within the United States)

This form authorizes IDEA Public Schools to make payments to a business or individual electronically. It is the responsibility of the vendor to notify IDEA Public Schools of pertinent payee or company information and/or bank account changes verbally and in writing. IDEA Public Schools shall be entitled to rely on the authorization herein until it receives 45 days written notice of any change from the vendor. This form is required as IDEA Public Schools is going paperless. **Please type or print.**

## Section 1: Payee / Company Information

Vendor Name: \_\_\_\_\_

Social Security Number or Employer Identification Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

*(Email is mandatory to send payment notification to vendor when payments are initiated by IDEA Accounts Payable Department via Tyler Muni's ERP system.)*

## Section 2: Account Information (For Accuracy Provide Voided Check)

Personal Account

Business Account

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ (must be 9 digits)

Vendor Bank Account Number: \_\_\_\_\_ Checking  Savings

## Section 3: Authorization

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

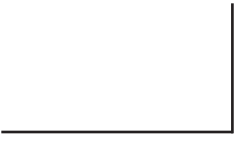
Date

## Section 4: Submit Information to

IDEA Public Schools Headquarters  
2115 W. Pike Blvd  
Weslaco, TX 78596  
Phone: 956-377-8000  
Fax: 956-447-3796

OR

Email: [vendorinquiry@ideapublicschools.org](mailto:vendorinquiry@ideapublicschools.org)





## 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.

- 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.
- 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.
- Be sure to sign and date the form.

For questions, please contact:  
[vendorinquiry@ideapublicschools.org](mailto:vendorinquiry@ideapublicschools.org)

**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.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wag



\$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.

**Vendor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**



**FELONY CONVICTION NOTICE**

**Required under Board Purchasing Policy § 8.9**

*Sec. 8.9. Notification of Contractor's Criminal History.*





# TEXAS VENDOR BACKGROUND CHECK INSTRUCTIONS:

Please Note



Option 2:

# **Texas Education Code Criminal History Requirements for Contractors and/or Employees**

## **Definitio**

**Criminal History Certification for Contractors Employees Form**

**Please complete the information below:**

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## **Texas Education Code Criminal History Requirements for Subcontractor and/ or Employees**

### **Definitions:**

*record review is mandatory for any covered employee*

*If both of these criteria are met, a national criminal history*

**Criminal History Certification for Subcontractors Employees Form**

**Please complete the information below:**

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**ACCEPTED AND AGREED TO:**

**IDEA Public Schools**

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**Contractor Name**



# IDEA Public Schools Risk Management Department Vendor Active Employee List & Campus Assignment

Complete ALL

Attach

Submit

Please

Vendor/Provider Name: \_\_\_\_\_

Vendor/Provider Contact Person(s): \_\_\_\_\_

Vendor/Provider Phone Number: \_\_\_\_\_

Vendor/Provider Email Address: \_\_\_\_\_

Type of Service(s) to be Provided: \_\_\_\_\_

Please indicate if these services include a contract/agreement? Yes or No

## Section I. Vendor Active Employee List & Campus Assignment:

Last Name

First Name

*(or Last*

*Name used if you have been previously  
fingerprinted)*

**CONSULTANT, CONTRACTOR, VENDOR, PRIVATE DUTY NURSE, ETC...**

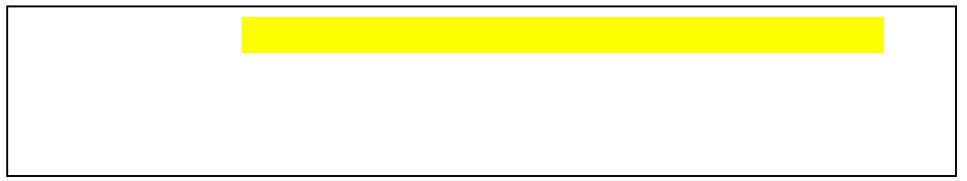
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**Notice to Vendor  
No P.O. No Pay Policy  
(No Purchase Order No Payment)**



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