



May 9, 2025

**REQUEST FOR PROPOSALS**  
**#RFP 2024-25-004 CONTRACT FOR THE PURCHASE OF FLEET VEHICLES**

Ranger College ("RC") ("College") invites qualified vendors to submit proposals for the procurement of various fleet vehicles for College use. See the attached sheets for specifications, terms and conditions required. Proposals may be given on one or all items listed, and we reserve the right to purchase the items as a group or individually from different suppliers. It is not the intent of any condition of the specifications to prohibit any responsible vendor from submitting a sealed proposal response.

**Proposal Submission Deadline: Tuesday, June 17, 2025 @ 2:00 p.m. CDT**

Proposals will be opened and read publicly on June 17, 2025 at 2:15pm. Proposals will be reviewed and subsequently tabulated by the Sr. VP of Financial and Administrative Services / CFO; then processed through appropriate channels for committee review and approval.

Please provide one (1) original and three (3) copies of proposals. Sealed Proposals and supporting documentation must be submitted by mail, delivered by courier, or delivered in person to the following location with the proposal "#RFP 2024-25-004" in the lower left corner of the envelope and shall be subject to acceptance for a period of 90 days after opened. Ranger College will not be responsible for miss-sent, lost, or late mail, or for proposals not delivered directly to Business Office personnel. Proposals will **NOT** be accepted by email or fax.

Ranger College  
Sr. VP of Financial and Administrative Services / CFO  
Attn: Gaylyn Mendoza  
Welcome Center  
1240 College Circle  
Ranger, Texas 76470

Proposals that arrive after the closing date and time will be rejected. Ranger College reserves the right to reject any and/or all proposals and to accept the proposal the College considers most advantageous and the best value. Acceptance of a proposal will be based on the total package of the product and services proposed. The College is exempt from state and local taxes; a tax-exempt form will be furnished upon request. Companies are encouraged to respond even if they do not wish to submit a Proposal. Returning the "No Proposal" page is considered as a response. Please see the Schedule of Events for more information and deadlines.

Ranger College is always conscious and extremely appreciative of your time and effort in preparing this RFP. Any additional information should be directed in writing to:

Gaylyn Mendoza  
Sr. VP of Financial and Administrative Services  
1240 College Circle  
Ranger, TX 76470  
Email: [gmendoza@rangercollege.edu](mailto:gmendoza@rangercollege.edu)

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

Representative Name: \_\_\_\_\_

## **TABLE OF CONTENTS**

Ranger College Background Information	4
Terms and Conditions	4
Definitions	4
Purpose	4
Quantities Listed in Specifications	4
Right of Rejection / Waiver	5
Pre-Proposal Conference	5
Schedule of Events	5
No Commitment to Contract	5
Contract and Term of Agreement	5
Termination of Contract	5
Confidential and Proprietary Information (Open Records)	6
Proposal Format Submission Requirements	6
Requirements for Return of Proposal Responses	7
Vendor Verification / Investigation	7
Vendor Obligations	7
Interpretations of the Specifications	8
Where to Address Questions	9
College Obligations	9
Felony Conviction Notification / State of Texas Law Requirement	9
State of Texas Government Codes 2270 and 2252	10
State of Texas Government Code 2252.908 (Certificate of Interested Parties Form 1295)	10
Debarment	11
Conflict of Interest	11
Evaluation Criteria	11
Negotiations	11
Proposal Award	11
Vendor of Record	12
Non-Discrimination in Award	12

Right of Vendor Selection	12
Written or Oral Discussions/Presentations	12
Acceptance of Proposal Content	12
Price Guarantees	12
Warranties	12
Complaint and Dispute Resolutions	12
Insurance Requirements	13
Indemnification Requirements	13
Purchase Orders	13
Tax Exemption	13
Delivery Expectations	14
Payments	14
Invoices and Payment / Discounts	14
Cost of Proposal Preparation	14

## FORMS

Proposal Acknowledgment	15
Vendor Information	16
Vendor Certification	17
EDGAR Certification	18
No Proposal Form	22
CIQ	23
W-9	27
References	28
Specifications Pricing Form	29

## **Ranger College Background Information**

Ranger College (“RC”) is located in Ranger, Texas. Ranger College is one of the fastest-growing two-year colleges in the nation. Our location might be rural, but our campus community is international, with students from Australia, Russia, England, Greece, Mexico, and of course the great state of Texas.

Ranger College offers dual-credit college classes to students in over 40 different high schools in our region. Our main campus is located in Ranger, with bustling satellite campuses in Brown County and Erath County. Ranger College is fully accredited by the Southern Association of Colleges and Schools (SACS).

Ranger College’s main campus occupies a 50-acre campus within the city limits of Ranger, an Eastland County community of approximately 2500 people, located on Interstate 20 between Fort Worth and Abilene. The beautifully wooded, rolling hills and many lakes provide ample opportunities for hunting, fishing, and outdoor recreation, while the City of Ranger boasts an excellent school system and several active churches.

One of the oldest continuously operating public two-year colleges in the state of Texas, Ranger opened its doors on the third floor of Ranger High School in August, 1926, with 30 students enrolled. Much has taken place since that austere beginning. Today the campus in Ranger serves several counties in north central Texas and awards the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. Students on campus may live in the college’s dormitories and enjoy the college dining facilities or live at home and commute.

In addition to the Ranger facility, the college provides comprehensive course offerings in Brown County in Early and in Erath County in Stephenville. Ranger also has available cosmetology programs in Brownwood and Stephenville. The Ranger College Nursing Programs are offered in Brown County.

Ranger College has experienced tremendous growth in recent years throughout the district. Especially notable has been the rapid increase in dual enrollment at the 40+ Independent School Districts served by the institution.

## **Terms and Conditions**

### **Definitions**

Ranger College will be the same as “RC” or “College”

Vendor will be the same as “Proposer”, “Responder”, “Company”, “Firm”, or “Contractor” Request for

Proposal will be the same as “RFP” or “Proposal”

### **Purpose**

Ranger College is seeking proposals from qualified vendors for the procurement and ownership of fleet vehicles, such as cars, mid-size trucks, full-size trucks, full-size SUVs and mid-size SUVs. See the specifications, terms and conditions for more details.

### **Quantities Listed in Specifications**

The quantities of each item listed in the specifications are approximations only; more or less than the quantity stated may be purchased based on actual requirements and budget availability. The ordering department will determine the quantity required and when they will be purchased during the academic year. The college will only be responsible for payment of those items purchased and received on a valid, signed purchase order.

A percentage discount off the manufacturer’s list price is requested for items not specifically listed in the proposal specifications. This information is to be provided at the end of each product category in the item specifications.

In accordance with applicable law, the college is not obligated to purchase any products and/or services in the event that the State of Texas or the Ranger College Board of Regents does not allocate funds.

Ranger College reserves the right to increase or decrease the quantities to meet its actual budgetary needs without any adjustments in the proposal prices.

**Right of Rejection / Waiver**

Ranger College reserves the right to reject any and/or all proposals and waive any and all formalities, technicalities, and conditions. RC shall accept the proposal determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFP to prohibit any responsible vendor from submitting a proposal.

**Pre-Proposal Conference**

Ranger College will not be hosting a pre-proposal meeting for this RFP. However, vendors may email Gaylyn Mendoza, Sr VP of Financial and Administrative Services / CFO at gmendoza@rangercollege.edu with any **questions that may arise when reviewing this RFP until 4:00 p.m., May 22, 2025.**

**Schedule of Events**

The tentative schedule that Ranger College intends to use for this RFP is shown below. The College reserves the right to adjust the schedule as necessary to best fit its needs. Any change will be communicated to all vendors by the issuance of an addendum.

Activity	Date/Time
Request for proposals issued	May 9, 2025
Deadline for submission of questions by potential respondents	June 10, 2025, 4:00 p.m.
Proposals due	June 17, 2025, 2:00 p.m.
Estimated Award of Contract by Board of Regents	June 30, 2025

**No Commitment to Contract**

Individuals or business entities receiving this RFP are hereby notified that this is a request for proposal only and does not constitute an offer by the College to enter into a contract, nor does this RFP create any obligation on the part of the College to any person or entity responding to this RFP.

Any agreement(s) resulting from this RFP will be awarded to the responsive and responsible RFP responder(s) whose proposal, in the opinion of the College, offers the greatest benefit to the College when considering the total best value, including, but not limited to, the quality of products, service, and total cost, trade-ins, upgrades, available volume discounts, shipping and other miscellaneous charges.

**Contract and Term of Agreement**

This RFP document in its entirety will constitute the entire agreement. No other document will prevail unless agreed by both parties in writing. **The initial term of this contract resulting from this solicitation shall begin on or about July 1, 2025 and shall terminate June 30, 2026.**

**Termination of Contract**

**1. Termination by Mutual Agreement**

The contract may be terminated at any time, with or without cause, by the mutual agreement of the parties hereto, with thirty (30) days written notice prior to the effective date.

## **2. Termination for Convenience**

This contract may be terminated by either party upon written notice delivered to the other party at least thirty (30) business days prior to the effective date of termination. By such termination, neither party will nullify its obligations or liabilities already incurred for performance or failure to perform prior to the date of termination.

## **3. Termination for Cause**

Ranger College may terminate this contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to the agreement, provided that the College shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the College may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available under the law to terminate for cause upon failure of the College to comply with the terms and conditions of this agreement, provided that the Contractor shall give the College thirty (30) days written notice specifying the College's failure and a reasonable opportunity for the College to cure the defect.

## **Confidential and Proprietary Information (Open Records)**

Potential respondents are advised that all information received by the College in response to this RFP may be subject to public disclosure under applicable laws. However, understand this information may be shared with individuals within the decision committee if it is important to the decision process. All proposals, forms, documentation, or other materials submitted by the Vendor to the College in response to this Proposal Invitation, including catalogs and pricelists, may be subject to the disclosure requirements of the Texas Public Information Act (Texas Government Code chapter 552.001, et. Seq.) or similar disclosure law. Proposer must clearly identify any information in its Proposal (including forms, documentation, or other materials submitted with the Proposal) that Proposer considers proprietary or confidential. On a separate sheet of paper clearly titled "CONFIDENTIAL and PROPRIETARY" the vendor must identify the specific information that is considered confidential or proprietary. List each page number, form number, or other information sufficient to make the information readily identifiable. The College and its Administration will not be responsible for a Proposer's failure to clearly identify information considered confidential or proprietary. Further, by submitting a Proposal, Vendor acknowledges that the College and its Administration will disclose information when required by law, even if such information has been identified herein as information the vendor considers confidential or proprietary. If Proposer fails to properly identify the information the College shall have no obligation to notify Vendor or seek protection of such information from public disclosure should a member of the public or other third-party request access to the information under the Texas Public Information Act or similar disclosure law. Proposer will be notified of any third-party request for information in a Proposal that Proposer has identified in this RFP as proprietary or confidential.

## **Proposal Format Submission Requirements**

Vendors must adhere to the following sequence and format when submitting a proposal. Consistency in the format will assist the College in the evaluation process. Failure to comply with the format may result in an inability for the College to fairly evaluate the proposal resulting in a lower ranked proposal.

1. A cover letter
2. A table of contents
3. General information about the proposing company
4. Completed and signed Proposal forms:
  - a. Proposal Acknowledgement
  - b. Vendor Information Form
  - c. Vendor Certification Form

- d. EDGAR Certification Form
- e. No Proposal Form (**returned only if a proposal is not being submitted**)
- f. CIQ Form
- g. Request for Taxpayer Identification Form (W-9 Form)
- h. References Form
- 5. Price Proposal Page
- 6. Detailed warranty and maintenance information

### **Requirements for Return of Proposal Responses**

Proposals must be submitted in two separate envelopes as follows.

#### **First Envelope – Signed Proposal response – marked “RFP 2024-25-004 Original”**

- One (1) ‘original’ of the proposal response bound in a manner selected by the Vendor and (duly marked as the original), with all required documents signed by a representative authorized to sign the proposal and pricing document on behalf of the Vendor

#### **Second Envelope – in a separate sealed envelope and marked “RFP 2024-25-004 Copies”.**

- Three (3) additional copies of the proposal response bound in a manner selected by the Vendor and identified as “copies”.

#### **Failure of the Vendor to submit the proposal in the proper format may result in rejection of the entire proposal.**

- Proposals must be received in accordance with Submittal Deadline as specified. Each Vendor is solely responsible for the timely delivery of its proposal. Failure to meet the submittal due date and time shall be grounds for rejection of the proposal.
- Office hours for receipt of proposals are: Monday through Thursday, 8:00 A.M. through 5:00 P.M. CDT. Proposals shall be submitted by mail, courier or delivered in person at the address indicated on the RFP Cover Page prior to the closing time set for receipt of proposals, as detailed on the RFP Cover Page.
- A Vendor may withdraw or modify its proposal prior to the Receipt of Proposals Deadline. Proposals submitted prior to the Submittal Due Date / Deadline may be modified or withdrawn only by written notice to the Ranger College Sr. VP of Financial and Administrative Services / CFO; no oral modifications will be permitted
- Submitted proposals constitute an offer by each respective Vendor and shall remain irrevocable for a period of ninety (90) days following the Submission Deadline.

### **Vendor Verification / Investigation**

The College may make such investigations, as it deems necessary, to determine the ability of the vendor to provide satisfactory product and performance. The Vendor shall furnish to the College all such information and data for this purpose as the College may request. Vendors may be required to provide an item for evaluation purposes.

### **Vendor Obligations**

Vendor proposal documentation must be received by the Ranger College Business Office prior to the 2:00 p.m. proposal deadline. In addition to the completed proposal specifications, a company officer or representative attesting to acknowledgment, understanding, and compliance with all applicable terms, conditions and requirements, must sign all required proposal documentation. The individual signing the documentation must have the authority to commit and obligate the company for all terms and conditions as stated.

Reference numbers indicating specific brand names, manufacturer numbers, or vendor catalog or part numbers may accompany item descriptions in the proposal specifications to further clarify the exact product required. Vendors may propose “equivalent” items in their proposal that must meet or exceed the original specifications; however, the actual brand and vendor catalog number must be indicated beside “Brand name and number proposed” and complete descriptive literature or product sample must be provided with the proposal. Ranger College personnel will be the sole judge regarding the acceptability and approval of “equivalent” items that deviate from the specifications stated. Proposals for “equivalent” items that are not supported by documentation or samples to allow adequate evaluation will be rejected as non-responsive.

Substitutions will not be allowed after the proposal has been submitted. The vendor will not substitute a like item for any quoted item listed in its proposal without the prior written consent of the college.

Unauthorized substitution, failure of a delivered item to perform as specified or expected, or failure to meet the expected delivery schedule shall release the college from all obligations to the vendor regarding the item(s) involved.

Vendors and their representatives are prohibited from contacting either in person, by telephone or via fax or email, any administrative, instructional or maintenance personnel during this time of RFP process without approval from the Business Office.

Vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the College.

Specifications a vendor does not agree with must be submitted in writing to Ranger College Business Office ten (10) days in advance of the opening.

Any quantity or prompt-pay discounts must be listed on the proposal documentation and invoices.

The vendor at no cost to the college will promptly replace any item that does not perform as specified or fails to meet standards.

It is understood and agreed that pricing, delivery and/or installation dates after receipt of a purchase order will not vary from the information provided by the vendor’s proposal to the college. In its evaluation or acceptance of any proposal offer, the college is relying on the promised pricing, delivery and/or installation dates as material and basic to its acceptance of any offer unless otherwise stated. In the event that the vendor fails to deliver item(s) as and when promised, the college reserves the right to cancel its order entirely or any part thereof and may return all or any part of any shipment so made. The college may charge the vendor for any cost or loss incurred as a result of such failure to deliver as promised, including any additional cost associated with procurement of items from other vendors.

Vendor must provide all information requested for each item in the proposal specifications. Information is to be provided in the spaces provided. Proposal offers lacking full documentation will not be given consideration and will be considered non-responsive.

All proposal documentation must be complete and signed by an appropriate, authorized company officer or representative to be considered.

### **Interpretations of the Specifications**

Only the interpretation or correction so given by the Sr. VP of Financial and Administrative Services / CFO, in writing, shall be binding and prospective vendors are advised that no other source is authorized to give information concerning,



explain or interpret the RFP document. All requests for such interpretation or correction must be in writing, and addressed to the Business Office, Ranger College, 1240 College Circle , Ranger, Texas 76470 or by email: [gmendoza@rangercollege.edu](mailto:gmendoza@rangercollege.edu). All such interpretations and supplemental instructions will be provided in the form of an addenda to the proposal documents and written response and will be provided to the requesting vendor.

### **Where to Address Questions**

An initial inquiry period is hereby firmly set for all interested Respondents to perform a detailed review of the proposal documents and to submit any written questions relative thereto. Without exception, all questions **MUST** be in writing (even if an answer has already been given to an oral question) and received by the **Inquiry Deadline May 22, 2025, 4:00 p.m. CDT**, as set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter.

Ranger College  
Sr. VP of Financial and Administrative Services / CFO  
ATTN: Gaylyn Mendoza  
1240 College Circle  
Ranger, TX 76470  
E-mail: [gmendoza@rangercollege.edu](mailto:gmendoza@rangercollege.edu)

### **College Obligations**

The college reserves the right to separate and accept and/or eliminate any item(s) listed in this proposal that it deems necessary to accommodate budgetary and/or operational requirements. The college reserves the right to reject any and/or all proposals submitted, to waive any formalities or technicalities, and to make whatever award it deems to be in the best interest of the college. Under section 44.031 of the Texas Education Code when determining what is the best value, Ranger College shall consider (reference Texas Education Code, SEC 44.031(b)).

- The purchase price
- The reputation of the vendor and of the vendor's goods or services
- The quality of the vendor's goods or services
- The extent to which the goods or services meet the college's needs
- The vendor's past relationship with the college
- The impact on the ability of the college to comply with laws and rules relating to historically under-utilized businesses
- The total long-term cost to the college to acquire the vendor's goods or services
- For contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
  - Has its principal place of business in the state of Texas; or
  - Employs at least 500 persons in the state of Texas
- Any other relevant factor specifically listed in the request for bids or proposals

### **Felony Conviction Notification / State of Texas Law Requirement**

The following information is included in the terms and conditions of all proposals in accordance with applicable Texas law. Each vendor must respond to this section as a requirement of the law. On May 30, 1995, Senate Bill 1 was signed by Governor George Bush and made effective as follows:

- **Senate Bill 1, 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.

- (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 termination of the contract.
- (c) This section does not apply to a publicly held corporation.

### **State of Texas Government Codes 2270 and 2252**

State of Texas Government Code 2270 (HB 89) prohibits governmental entities from contracting with companies who boycott Israel. The District will review Texas Comptroller website list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization.

State of Texas Government Code 2252 Contracting with Governmental Entities prohibits governmental entities from contracting with Iran, Sudan, or any known terrorist organization. The District will review Texas Comptroller website list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization.

### **State of Texas Government Code 2252.908 (Certificate of Interested Parties Form 1295)**

Awarded Contractor will be responsible for complying with Texas Government Code 2252.908 in regard to House Bill 1295 relating to the disclosure of research, research sponsors, and interested parties by persons contracting with governmental entities and state agencies, which applies to a contract entered into after September 1, 2015. A Texas governmental entity or state agency may not enter into a contract that either (1) requires an action or vote by the governing body of the entity or agency or (2) has a value of at least \$1 million, unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The disclosure of interested parties must be submitted on a form prescribed by the Texas Ethics Commission that includes a list of each interested party for the contract of which the contracting business entity is aware and the signature of the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Not later than the 30th day after the date the governmental entity or state agency receives a disclosure of interested parties, the governmental entity or state agency shall submit a copy of the disclosure to the Texas Ethics Commission. A copy of the rules and Certificate of Interested Parties Form 1295 can be found at the commission's website: <https://www.ethics.state.tx.us/filinginfo/1295/>

The Certificate of Interested Parties Form 1295, that your company received from the Texas Ethics Commission, which has the certificate number in the upper right hand corner, must be signed then received within thirty (30) days after approval of contract. The form may be mailed to the previously stated address, scanned and emailed to [gmendoza@rangercollege.edu](mailto:gmendoza@rangercollege.edu).

Awarded contractor will be responsible for complying with Texas Government Code 2252.908 in regards to House Bill 1295 relating to the disclosure of research, research sponsors, and interested parties by persons contracting with governmental entities and state agencies, which applies to a contract entered into on or after January 1, 2016. A governmental entity or state agency may not enter into a contract with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

**Ranger College Board of Regents:** Mr. Jackie Stephens; Mr. Shawn Wells; Ms. Vanna Dains; Mr. Doug Crawley; Ms. Sandi Herod; Ms. Jo Ann Greenwood; Ms. Della Carey; Mr. Bobby Murry; Ms. Gay Ann Wolford.

**Ranger College Administration:** Mr. Derrick Worrels, President; Dixon Bailey, Executive VP of Workforce Development; Ms. Gaylyn Mendoza, Sr. VP of Financial and Administrative Services / CFO; Dr. Dayna Prochaska, Sr. VP of Instruction and Brown County Campus; Dr. Lindy Matthews, VP of Institutional Advancement; Mr. Ahmy Arca, VP of Student Services; Ms. Debbie Karl, VP of Institutional Advancement.

### **Debarment**

Any bidder or any principals of a bidding company that are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State Government entity shall be considered ineligible to be awarded a contract by Ranger College.

### **Conflict of Interest**

The following information is included in the terms and conditions of all bids and proposals in accordance with applicable State of Texas Government Code Chapter 176:

On May 23, 2005, the Texas Senate passed House Bill No. 914, adding Chapter 176 to the Local Government Code and imposing new disclosure and reporting obligations on vendors and potential vendors to local government entities beginning January 1, 2006. Vendors doing business with Ranger College are subject to Chapter 176 found in the Local Government Code. Failure to abide by these new statutory requirements can result in possible criminal penalties as a Class C misdemeanor.

- (a) An individual or business entity that contracts or seeks to contract for the sale or purchase of property, goods, or services with the college must complete and submit a CIQ (Conflict of Interest Questionnaire).
- (b) The CIQ form must be filed within seven days of beginning contract negotiations, or submitting an application, bid, response to a request for proposal, correspondence, or other writing related to a potential agreement with the college.
- (c) Upon completion, CIQ forms should be returned to Ranger College, Jeanie Hobbs, Director of Purchasing, 1240 College Circle, Ranger, TX 76470.

### **Evaluation Criteria**

All Proposals received that meet the minimum requirements for consideration are subject to evaluation and will be judged by the following criteria:

<b>Evaluation Criteria</b>	<b>Weights</b>
Total Price	35%
The extent to which the goods or services meet the college's needs	30%
Delivery Timeline	25%
Experience and References	10%

Each proposal received will be reviewed and evaluated by the Proposal Evaluation Committee using the above referenced criteria.

### **Negotiations**

Ranger College reserves the right to negotiate with the vendor whose proposal meets the needs and best value for the College. If for any reason the Respondent whose proposal is most responsive to the College's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected, and the College may negotiate with the next most responsive Respondent. Negotiation may include revision of terms, conditions, or requirements.

Ranger College reserves the right to negotiate with the awarded vendor on price and other evaluation factors regarding future vehicle purchases and vehicle trade in opportunities.

### **Proposal Award**

The college reserves the right to award to multiple or single vendors. If the vendor does not wish the bid submitted to be split, it must specify "all or nothing" on the bid document.

Following the contract award, additional products of the same general category that could have been encompassed in the award of this contract and are not already on the contract, may be added.

### **Vendor of Record**

Once the successful vendor has been qualified by the criteria mentioned; this vendor will become the “vendor of record” for the individual items awarded or for the complete package in the event that the bid is awarded aggregately for all items in the package. The vendor of record is defined as the sole supplier to the college of the item(s) awarded.

### **Non-Discrimination in Award**

Ranger College is an equal opportunity employer and does not discriminate in awarding contracts or employment of persons because of their race, color, age, national origin, religion, sex, disability, sexual orientation, or any other characteristic protected by law. Ranger College requires companies it conducts business with to be equal opportunity employers and comply with all applicable federal, state and municipal laws and regulations regarding contracting and employment practices.

### **Right of Vendor Selection**

Vendor is hereby notified that although the College is required to submit purchases of all contracts \$25,000 or more for competitive bidding, it is not required to accept the lowest proposal. In such purchasing the lowest proposal may be rejected if the College, in the exercise of its best judgement, feels that the proposal of one other than the lowest vendor, will be the best value and best serve the interest of the College.

### **Written or Oral Discussions/Presentations**

Written or oral discussions may be conducted with Respondents who submit proposals determined to be reasonably susceptible of being selected for award. The College reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final award.

Written or oral discussions/presentations for clarification may be conducted to enhance the College's understanding of any or all of the proposals submitted. Proposals may be accepted without such discussions.

### **Acceptance of Proposal Content**

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Respondent to accept these obligations shall result in the rejection of the proposal.

### **Price Guarantees**

**The college requests that proposal prices remain effective for the period beginning July 1, 2025 and ending October 31, 2025.** Proposals extended beyond October 31, 2025 may not be accepted. Exceptions to this provision will require the specific written approval of the college.

### **Warranties**

Detailed documentation of all warranties must be provided with each vendor’s proposal.

### **Complaint and Dispute Resolutions**

The dispute resolution process provided for in Chapter 2260, State of Texas Gov’t Code must be used by Ranger College and the bidder to attempt to resolve any dispute arising under any contract resulting from this sealed proposal.

- Written notification, including list of complaints shall be in writing to all parties via email or USPS mail within five business days from receipt of items ordered.
- Negotiation and mediation must begin no later than the 30th day after the date the claim is received in an effort to resolve the dispute.

### **Insurance Requirements**

The selected vendor will be required to supply an insurance certificate naming the College as an additional insured **IF** services are performed on College property. Vendor shall obtain, at its sole expense and at no cost to the College, the following minimal coverage and shall maintain such coverage in full force and effect.

- Commercial General Liability- \$1,000,000 bodily injury, \$1,000,000 property damage.
- Automobile Liability- \$1,000,000 bodily injury, \$1,000,000 property damage.
- Worker Compensation- Each accident- \$1,000,000, disease policy limit- \$1,000,000, disease each employee- \$1,000,000.

The insurance requirements also apply to any sub-contractor(s) in the event that any work is sublet. The vendor is responsible to ensure that the sub-contractors meet the minimum insurance requirement limits according to the law.

Should any of the policies be canceled before the expiration date, the issuing company will mail thirty (30) days written notice to the certificate holder, Ranger College.

The vendor shall be required to waive all right of subrogation against the College, its officials, employees and volunteers for losses arising from work performed by vendor.

The vendor shall be required to hold the College harmless from, and indemnify it against, all liability, including attorney's fees, which may arise from and accrue directly from the performance of the work or any obligation of the vendor or failure of the vendor to perform any work or obligation provided for in this agreement.

### **Indemnification Requirements**

The Vendor, at their own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless Ranger College, its employees, and agents from and against all claims and actions, and all expenses incidental to such claims or actions, based upon or arising out of damage to property or injuries to persons caused or contributed to by Vendor.

### **Purchase Orders**

All orders will be initiated by a Ranger College purchase order. A valid, numbered purchase order will be mailed, emailed or faxed to the vendor by the Ranger College Business Office. Orders will not be placed by telephone, except in emergency circumstances.

Ranger College will not be responsible for any goods delivered or services performed without its valid purchase order signed by an authorized representative.

Authorized Ranger College Business Office personnel will notify the vendor of all adjustments and cancellations to any purchase order.

### **Tax Exemption**

Ranger College is exempt from federal excise taxes as well as all state and local sales taxes. These taxes are not to be included in the proposal nor on any invoices for goods or services. If taxes are included in the vendor's proposal, it will not be included in the evaluation or award. Tax exemption certificates shall be furnished upon request.

### **Delivery Expectations**

All deliveries must be FOB, Ranger College, 1240 College Circle, Ranger, Texas 76470, unless otherwise stated on the “Ship To” section of the official Ranger College purchase order. Other Ranger College locations are as follows:

Ranger College 1240 College Circle Ranger, TX 76470	Ranger College Erath County Center 1835 W Lingleville Rd Stephenville, TX 76401	Ranger College Brown County Center 300 Early Blvd #105 Early, TX 76802
---	--	---

Shipments are to be delivered to the Business Office during normal hours of operation or to another location as specified by the college. Normal operating hours are Monday through Thursday from 8:00 am until 5:00 pm, excluding college holidays.

The normal number of days after receipt of purchase order that delivery should be expected must be specified on the bid for each product category in the item specifications. The vendor must notify the Ranger College Business Office in the event that product delivery will be delayed beyond the time period specified.

All shipments must be accompanied by a packing list or other similar documentation. Documentation must include the vendor name, an itemized list of the items and quantities, and the Ranger College purchase order number.

### **Payments**

Payment Terms are Net/30. Payment will be processed net 30 days from invoice date for items or services rendered. Deposits requested before delivery or installation of product or for services that have not begun are not permitted. No partial payment made hereunder shall be or construed to be final acceptance or approval of that part of the goods or services to which such partial payment relates or relieves Vendor of any of its obligation hereunder with respect thereto.

The acceptance of Final Payment shall constitute a waiver of all claims by the Vendor except those previously made in writing and identified by the Vendor as unsettled at the time of the final request for payment.

The College shall have the right to verify the details set forth in Vendor’s billings, certificates, and statements, either before or after payment therefore, by inspecting invoices, statements, and records of Vendor.

### **Invoices and Payment / Discounts**

Invoices are to be submitted via email or by mail to the Accounts Payable Department for items that have been received or services rendered. Invoices without references to the purchase order number may delay payment to the vendor. Invoices listing items or services other than those shown on the approved purchase order will not be paid. Itemized invoices must be submitted via email to [ap@rangercollege.edu](mailto:ap@rangercollege.edu) or mailed to the Ranger College Accounts Payable Department, 1240 College Circle, Ranger, TX 76470. Upon receipt of a properly executed invoice and verification of delivery or service from the respective department, payment will be processed net 30 Days from the invoice date for items and services received. The invoice must state prompt payment instructions if the vendor requires payment earlier than the net 30 terms.

### **Cost of Proposal Preparation**

Ranger College is not liable for any costs incurred by Respondents or Contractors prior to issuance of award. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the contractor in responding to the RFP are entirely the responsibility of the Respondent, and shall not be reimbursed in any manner by Ranger College.

## PROPOSAL ACKNOWLEDGEMENT

**#RFP 2024-25-004 CONTRACT FOR THE PURCHASE OF FLEET VEHICLES**

***THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.***

The undersigned affirms that he/she is duly authorized to execute this agreement, and that his/her company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other Respondent, and that the contents of this proposal regarding prices, terms, or conditions have not been communicated by the undersigned or any employee or agent of this vendor with any company or individual engaged in this type business prior to official opening of the proposal.

---

Company Name

---

Authorized Representative Printed Name

---

Authorized Representative Signature

---

Phone Number

---

E-mail Address

# VENDOR INFORMATION

## #RFP 2024-25-004 CONTRACT FOR THE PURCHASE OF FLEET VEHICLES

*Please type or print legibly:*

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Representative assigned to RC account: \_\_\_\_\_

- Vendor agrees to comply with all terms, conditions and specifications of this RFP? ☐ **Yes** ☐ **No**
- Brochures and/or samples have been submitted for any items offered as an “equivalent” or as a “deviation” item or substitute for referenced items? ☐ **Yes** ☐ **No**
- Proposal is submitted according to specifications? ☐ **Yes** ☐ **No**
- Prices quoted are guaranteed through **October 31, 2025**. ☐ **Yes** ☐ **No**
- Percentage discount given for additional Items not listed: \_\_\_\_\_%
- Where would your company prefer to receive purchase orders? **Fax** \_\_\_\_\_ **or**  
**Email** \_\_\_\_\_
- Check any Texas State or Cooperative Contracts your company has been awarded?  
☐ BuyBoard ☐ Choice Partners ☐ PACE ☐ Tarrant County Co-op ☐ Tips/Taps  
☐ TPASS ☐ TXMAS ☐ Us Communities ☐ Other \_\_\_\_\_
- Identify any specials, additional incentives or promotions related to this request. \_\_\_\_\_  
\_\_\_\_\_

List any additional fees that may be applicable to items included in this quotation (i.e. hazardous material fees, fuel surcharges, special packaging fees, etc.). **Shipping and handling must be included in the unit price.** The applicability of any additional fees must be indicated with the price on each line item for which the fee is applicable.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Officer or Representative

\_\_\_\_\_  
Vendor Proposal Number

\_\_\_\_\_  
Title of Officer or Representative

\_\_\_\_\_  
Date



# VENDOR CERTIFICATION FORM

## #RFP 2024-25-004 CONTRACT FOR THE PURCHASE OF FLEET VEHICLES

1. **State of Texas Government Code 2252.908 (Certificate of Interested Parties Form 1295):** Successful bidders awarded contracts that are valued at \$50,000.00 or more are required by state law to go to the Texas Ethics Commission website and create a login and complete the required Certificate of Interested Parties Form 1295. Once the complete form has been signed, the Certificate of Interested Parties Form 1295 must be notarized and submitted to Ranger College Purchasing Department's designated staff member listed in the solicitation. This process **must be completed within 30 days of the award of contract and before a purchase order or contract is executed.**  
Texas Ethics Commission Website: <https://www.ethics.state.tx.us/filinginfo/1295/>
2. **Conflict of Interest Questionnaire:** Persons submitting a response to this solicitation must comply with applicable laws, ordinances and regulations including the State of Texas "Local Government Code Chapter 176". As applicable, the person submitting a response to this solicitation must complete and submit a Conflict of Interest Questionnaire form CIQ, in a formation approved the Texas Ethics Commission. **The form must be completed and returned with this solicitation**, or sent via USPS to the Purchasing Department Director, Ranger College, 1240 College Circle, Welcome Center, Ranger, TX 76470. A copy of the form can be found in this RFP or at the Texas Ethics Commission Website <https://www.ethics.state.tx.us/forms/conflict/>
3. **Felony Conviction Notification:** Company owner operator has not been convicted of a felony, except as indicated on a separate attachment to this proposal, in accordance with sec. 44.034, Texas Education Code.
4. **Texas Government Code 2270 (Texas House Bill 89 and Texas Senate Bill 252):** By signing below, Vendor/Company declares under penalty of perjury to be true and correct that my company (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract or it's renewals; and does not contract with companies engaged in business with Iran, Sudan, or Terrorist Organizations.
5. **Delinquent Franchise Taxes:** Vendor/Company certifies that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas Franchise Tax, it shall certify to that effect.  
☐ I certify, the Corporation is exempt from payment of franchise taxes or is an out-of-state corporation.  
☐ I certify, there is not delinquent Texas franchise tax pending against the corporation.  
☐ I certify, there is delinquent Texas franchise taxes pending against the corporation.
6. **Texas Resident Information:** Chapter 2252, Subchapter A, of the Texas Government Code, establishes certain requirements 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 and 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: \_\_\_\_\_  
Number of Employees that reside in Texas: \_\_\_\_\_
7. **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.

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

Vendor declares under penalty of perjury all of the above to be true and correct. It is further certified that the person whose signature appears below is legally empowered to bind the Company in whose name the solicitation is entered.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and for the Company identified as follows:

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

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

## #RFP 2024-25-004 CONTRACT FOR THE PURCHASE OF FLEET VEHICLES

### EDGAR VENDOR CERTIFICATIONS 2 C.F.R. 200.326 AGREEMENT FUNDED BY U.S. FEDERAL GRANTS

---

Ranger College is ensuring that all policies and procedures involving the expenditure of federal funds are compliant with the new Education Department General Administrative Guidelines (EDGAR). Part of the process involves ensuring that all current vendors agree to comply with EDGAR. You must complete this form and return it with the bid documents.

The following certifications and provisions are required and apply when Ranger College expends federal funds for any contract resulting from this procurement process. Pursuant to, all contracts, including small purchases awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

#### REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II TO 2 CFR PART 200

---

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, 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.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 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 Part, 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 part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities 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 Part 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. The non-Federal entity 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. The non-Federal entity 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 Part 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 sub recipient 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 non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the

standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (F) **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (G) **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—** Contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (H) **Debarment and Suspension (Executive Orders 12549 and 12689)—**A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (I) **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—**Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (J) **CERTIFICATION OF COMPLIANCE WITH SOLID WASTE DISPOSAL ACT - 2 CFR Part 200, (j) Section 200.322**

Vendor agrees it will, when applicable, comply with 2 CFR part 200, (j) Section 200.322, Section 6002 of the Solid Waste Disposal Act, as amended by the Resource and Recovery Act and Environmental Protection Agency guidelines found at 40 CFR part 247.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

## RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

---

When federal funds are expended by Ranger College for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or sub grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

## CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

---

When Ranger College expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C 6321 et seq.; 49 C.F.R. Part 18)

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

## CERTIFICATION OF COMPLAINE WITH BUY AMERICA PROVISIONS

---

Vendor certifies that Vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

## CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

---

Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

## CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

---

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

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.

---

**Vendor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Printed Name and Title of Authorized Representative:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# NO PROPOSAL NOTIFICATION

## #RFP 2024-25-004 CONTRACT FOR THE PURCHASE OF FLEET VEHICLES

We place significant value in your company and we prefer to have your firm as a proposer and supplier. To assist us with our proposal process, please specify your decision to opt out of this proposal.

1. ☐ **WE WISH TO SUBMIT A NO BID AT THIS TIME.**

- ☐ Do not supply the requested product/service  
☐ Quantities offered, or scope of job is TOO SMALL to be supplied by company  
☐ Quantities offered, or scope of job is TOO LARGE to be supplied by company  
☐ Cannot bid against Manufacturer or Distributor on these products(s).  
☐ Time frame for response was too short. (Please explain the reason for this judgement:  
\_\_\_\_\_.)  
☐ Other \_\_\_\_\_

2. ☐ **PLEASE DELETE OUR NAME FROM FUTURE BID LISTS FOR THIS TYPE OF COMMODITY.**

3. ☐ **WE ARE SUBMITTING A "NO BID" AT THIS TIME, BUT PLEASE INCLUDE US ON ALL FUTURE BIDS.**

4. ☐ **PLEASE INCLUDE OUR COMPANY TO RECEIVE FUTURE BIDS FOR THE FOLLOWING COMMODITIES:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_

Authorized Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

(Street and P.O. Box if used for mail)

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Date: \_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

## For vendor doing business with local governmental entity

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

**Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6

☐

Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

\_\_\_\_\_

Signature of vendor doing business with the governmental entity

\_\_\_\_\_

Date



## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
  - (i) a contract between the local governmental entity and vendor has been executed; or
  - (ii) the local governmental entity is considering entering into a contract with the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
  - (i) a contract between the local governmental entity and vendor has been executed; or
  - (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
  - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
  - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
- (2) the date that the vendor:
    - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
    - (B) submits to the local governmental entity an application, response to a request for proposal or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
  - (3) the date the vendor becomes aware:
    - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or (C) of a family relationship with a local government officer.

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](https://www.irs.gov/FormW9) for instructions and the latest information.

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

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

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see Instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

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

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

<b>Social security number</b>	
<input type="text"/>	<input type="text"/>
<b>or</b>	
<b>Employer identification number</b>	
<input type="text"/>	<input type="text"/>

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<b>Signature of U.S. person</b>	<b>Date</b>
	<input type="text"/>	<input type="text"/>

**General Instructions**

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

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

**What's New**

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

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

**Purpose of Form**

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

## REFERENCES

### #RFP 2024-25-004 CONTRACT FOR THE PURCHASE OF FLEET VEHICLES

Please list four (4) references of current customers who can verify the quality of service your company provides. Ranger College requests customers of similar size and scope.

#### REFERENCE ONE

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

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

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

Contract Period: \_\_\_\_\_ Project Name: \_\_\_\_\_

#### REFERENCE TWO

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

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

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

Contract Period: \_\_\_\_\_ Project Name: \_\_\_\_\_

#### REFERENCE THREE

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

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

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

Contract Period: \_\_\_\_\_ Project Name: \_\_\_\_\_

#### REFERENCE FOUR

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

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

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

Contract Period: \_\_\_\_\_ Project Name: \_\_\_\_\_

## Specifications

### REQUEST FOR PROPOSAL # RFP 2024-25-004

#### Contract For The Purchase of Fleet Vehicles

Item #	Qty	Unit	Description
--------	-----	------	-------------

1	1	EA	Full-Sized SUV Vehicle: Color: White; Interior Color: Tan, Beige, Light Cocoa, Sand; New, Current Year Model (Quote Next Year Model if Current Year is not available), 3.5L EcoBoost V6 Engine, 10Speed automatic transmission, Two Wheel Drive, Non-Police Package, 40/20/40 Front Bucket Seats with Third Row Seating. Must seat a minimum of seven (7) people, Two Wheel Drive, 4 door LS+ Lift Gate, easy fold-flat seats, all-weather floor Liners, all standard equipment, Premium Cloth Seats, Wheels 18"x8.5" bright silver painted aluminum, License Plate front mounting package, Airbags for driver & passenger
---	---	----	--

Delivery, freight, shipping and handling costs must be included in the unit prices.

ARO delivery\_\_\_\_\_

**Ford Expedition or equivalent.**

Unit Price \$ \_\_\_\_\_

Extended Price\$ \_\_\_\_\_

Brand/Mfg Product #:\_\_\_\_\_

Vendor Part Number:\_\_\_\_\_

List Any Deviations: \_\_\_\_\_

2	1	EA	Full-Sized SUV Vehicles: Color: White; Interior Color: Gideon/Very Dark Atmosphere; New, Current Year Model (Quote Next Year Model if Current Year is not available), Half (1/2) Ton; EcoTec3 V8, 5.3L Engine, 10-Speed automatic transmission, Max trailing package, Unique Key, Non-Police Package, 40/20/40 Front Bucket Seats with Third Row Seating. Must seat a minimum of seven (7) people, Two Wheel Drive, 4 door LS+ Lift Gate, easy fold-flat seats, all-weather floor Liners, all standard equipment, Premium Cloth Seats, Wheels 18"x8.5" bright silver painted aluminum, License Plate front mounting package, Airbags for driver & passenger
---	---	----	---

Delivery, freight, shipping and handling costs must be included in the unit prices.

ARO delivery\_\_\_\_\_

**Ford Expedition Max or equivalent.**

Unit Price \$ \_\_\_\_\_

Extended Price\$ \_\_\_\_\_

Brand/Mfg Product #:\_\_\_\_\_

Vendor Part Number:\_\_\_\_\_

List Any Deviations: \_\_\_\_\_

Item #	Qty	Unit	Description
--------	-----	------	-------------

3	1	EA	Mid-Size SUV Vehicle: Color: White; Interior Color: Black, Tan, Beige, Light Cocoa, Sand; New, Current Year Model (Quote Next Year Model if Current Year is not available), 1.5L 4 cylinder engine, 9-Speed Automatic 9 Transmission; Two Wheel Drive; Cloth Seats, 60/40 split-folding rear seat; All Standard Equipment, all-weather floor Liners
---	---	----	---

Delivery, freight, shipping and handling costs must be included in the unit prices.

ARO delivery\_\_\_\_\_

**GMC Terrain or equivalent.**

Unit Price \$ \_\_\_\_\_

Extended Price\$ \_\_\_\_\_

Brand/Mfg Product #:\_\_\_\_\_

Vendor Part Number:\_\_\_\_\_

List Any Deviations: \_\_\_\_\_

**TOTAL COST:**

\_\_\_\_\_

**DISCOUNT OFFERED ON ADDITIONAL ITEMS NOT**

\_\_\_\_\_

**LISTED: DELIVERY TIME AFTER RECEIPT OF PURCHASE**

\_\_\_\_\_

**ORDER: COMPANY QUOTE NO.: COMPANY NAME:**

\_\_\_\_\_

\_\_\_\_\_

**NOTE: The quantities of each item listed are approximations only; more or less than the quantity stated may be purchased based on actual requirements and budget availability. Delivery, freight, shipping and handling costs must be included in the unit prices.**