



**2022-102**

**Air Filtration**

Issue Date: 12/13/2022

Questions Deadline: 1/3/2023 02:00 PM (CT)

Response Deadline: 1/12/2023 02:00 PM (CT)

**Contact Information**

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Austin, TX 78723

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## Event Information

Number: 2022-102  
Title: Air Filtration  
Type: Request for Proposal  
Issue Date: 12/13/2022  
Question Deadline: 1/3/2023 02:00 PM (CT)  
Response Deadline: 1/12/2023 02:00 PM (CT)  
Notes: Education Service Center (ESC) Region 13 is seeking request for proposals to be a part of the Region 13 Air Filtration System Cooperative. Approved vendors will contract with Local Education Agencies (LEAs) and Private Schools to provide clean and filtered air systems for staff, students, and campus visitors.

ESC Region 13 will only accept proposals through this system. This will expedite the bidding process and alleviate errors.

## Bid Attachments

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### Attachment\_A- Certificate\_of\_Notice\_of\_Eligibility.docx

Certificate of Notice of Eligibility

[View Online](#)

### W9-2022.pdf

W9

[View Online](#)

### CIQ-2022.pdf

Conflict of Interest Questionnaire

[View Online](#)

### CIP Form.pdf

Certificate of Interested Parties

[Download](#)

### Air Filtration Rubric 22-23.pdf

Air Filtration Rubric

[Download](#)

## Requested Attachments

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### Certificate of Notice of Eligibility

*(Attachment required)*

Please upload the Certificate of Notice of Eligibility

### W9

*(Attachment required)*

Please complete and upload a current W9.

### Conflict of Interest Questionnaire (CIQ)

*(Attachment required)*

Please complete and upload the CIQ.

### Certificate of Interested Parties

*(Attachment required)*

### List of References

*(Attachment required)*

### Reference Letter(s)

*(Attachment required)*

# Bid Attributes

## 1 Introduction

Texas Education Service Centers (ESCs) are intermediate educational units that provide training, technical assistance, administrative support and an array of other services as determined by the state legislature, the Commissioner of Education, and the needs of local school districts and charter schools. The current goals of ESCs as defined in the state statute are to assist school districts and charter schools in:

- Improving student performance
- Operating efficiently and economically
- Implementing state and federal initiatives
- Providing quality educational products at a reasonable cost (<https://store.esc13.net/>)

ESC Region 13 claims an exemption from payment of sales and use taxes for the purchase of taxable items. ESC Region 13 provides services and tools to the assigned regional area which encompasses 57 school districts, 24 charter schools, 8 institutions of higher education, and 17 private schools in a sixteen-county area of central Texas. Additionally, ESC Region 13 also provides services and tools nationwide.

## 2 Scope of Work

ESC Region 13 is seeking potential vendors to provide Air Filtration products and services to LEAs that are commonly desired or are required by law or industry standards at a lower price and with better value than what they would ordinarily offer to a single government, LEA, or service center.

It is expected that vendors have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the products and service the Participating Entities.

Safety Requirements: All items proposed must comply with current applicable safety or regulatory standards or codes.

Deviation from Industry Standard: Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.

New Equipment and Products: Proposed equipment and products must be for new, current model; however, vendor may offer certain close-out equipment or products if it is specifically noted in the pricing proposal.

Delivered and Operational: Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.

Warranty: All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

### 3 Selection Criteria

ESC Region 13 will award a contract to the vendor deemed to provide the BEST VALUE for the goods and services being purchased. ESC Region 13 does not award contracts solely on the basis of low price. ESC Region 13 considers the following guidelines per Texas Education Code Chapter 44.031:

- Purchase Price
  - Detailed line-item budget outlining costs to acquire vendor's goods or services
- Reputation of the vendor and of the vendor's goods or services
- Quality of the vendor's goods or services
- Extent to which the goods or services meet the needs of the proposal
- Vendor's past relationship with Education Service Center, school districts, charter schools or other organizations
- Compliance with applicable laws pertaining to historically underutilized businesses
- Details outlined in provided proposal rubric

#### **Potential for Oral Presentations**

Upon completion of the evaluation process, selected vendors **may** be asked to present in an interview format. The presentation/interview may consist of the following:

- Information about your organization and its capacity to meet the requirements
- Description/presentation of comparable work projects
- Description of experiences supporting school districts and/or campuses
- Information about the organization's structure and leadership, specifically team members who will work on this project.

\*For RFPs/RFQs resulting in ESC Region 13 choosing a single vendor, vendors will be invited to an interview (in person or phone conference) in the event scoring results in a tie or the top vendors have a 1 point or less score differential.

### 4 Invitation to Cooperative

#### **Requirements & Considerations**

- Qualified vendors are invited to submit a proposal through IONWAVE in response to this RFP. Submission of a proposal does not obligate ESC Region 13 to pay any expenses incurred by the vendor in preparation of the proposal.
- Before submitting a proposal, the vendor shall consider the amount and character of the work described herein and the difficulties involved in its proper execution, including deadlines and the requirement of multiple levels of review and approval of the final product.

#### **Region 3 Cooperative Information**

- Multiple qualified vendor's will be selected to provide services detailed in the RFP.
- Each qualified approved vendor will be placed on the Region 13 Air Filtration list located on the ESC Region 13 website.
- Vendors included in the pre-qualified list understand being included in a vendor pre-approved vetted list does not guarantee work.
- Vendor(s) are expected to pay to ESC Region 13 PC an administrative fee of 2% in exchange for ESC Region 13 facilitating the resulting contracts for all goods and services.

## 5 Key Targeted Dates

Listed below are the key targeted dates associated with this RFP/RFQ.

- Issued: Listed on Bid Information section
- FAQs Due: Listed on Bid Information section
- Submission Deadline: Listed on Bid Information section
- Notification of Selections: 30 days after deadline
- Anticipated Contract begin date: Listed on Bid Information section

ESC Region 13 may seek board approval for selection of vendors which may alter timeline.

## 6 Contract Terms

The terms and conditions of this RFP and the subsequent contract for goods or services are for the period beginning on March 1, 2023 and ending August 31, 2023. Upon successful completion of the requirements of this RFP, including but not limited to, contract requirements and project quality, this contract may be renewed on an annual basis, for up to an additional three (3) years.

## 7 Terms & Conditions

### Proposal Submission Requirements

- To be considered for this award, vendors have one option of submission and that is through IONWAVE.
- Responses and any quotes in the response must be firm from the opening date until acceptance by ESC Region 13.

### Terms of Disqualification

- Responses that are submitted without meeting all requirements in this solicitation may be rejected.
- Contact with ESC Region 13 personnel or Board members other than the Office of Grants, Contracts and Procurement at purchasing@esc13.txed.net regarding this RFP may be grounds for elimination from the selection process

### Changes to the RFP

- The Office of Grants, Contracts and Procurement is the only office at ESC Region 13 that may authorize changes in this document, negotiate price, or incur additional charges related this document

### Exclusive Rights

- ESC Region 13 reserves the right to accept or reject any or all proposals, waive all minor formalities, and to choose the proposals that best serves the interest of the ESC. It is not the policy of the ESC to purchase on the basis of low price alone.
- ESC Region 13 retains the exclusive right to answer all questions that may arise during the proposal phase.
- ESC Region 13 reserves the right to add, delete, and/or modify products covered under this contract at any time for any purpose throughout the term of this contract. Pricing on the added or modified products will be negotiated with the company on an individual basis but should be consistent with the pricing on similar products.

### Award of Contract

- A response to this RFQ/RFP is an offer to contract with ESC Region 13 based on the terms and conditions contained in the RFQ/RFP and the Vendor's sealed proposal. Responses do not become contracts unless and until they are accepted through an authorized issuance of a Contract from ESC Region 13. The Contract will be null and void if sold or assigned to another Vendor(s) without written approval of ESC Region 13.

### Changes

- Written notification of changes to company name, address, telephone number, etc. shall be provided to ESC Region 13 no later than thirty days from the date of change.

### Payment

- If applicable, ESC Region 13 will provide monthly payments 30 days upon satisfactory completion of the contract deliverables and receipt of an accurate invoice.

**Default**

- The Contract issued to the selected Vendor(s) as a result of this RFP will contain a Default Clause containing definitions, procedures and timelines that if invoked, could result in Termination of the contract and put any investment of the Vendor(s) in fulfilling the Contract in jeopardy.

**Termination**

- ESC Region 13 may, at its option and discretion, terminate the approval of a Vendor(s) for serious violation of the Terms and Conditions of this RFP/RFQ or failure to perform, by giving a written notice to the Vendor(s) at least ten (10) days prior to the effective date of termination as set forth in the notice.

**Public Disclosure**

- No public disclosures or news releases concerning this RFP/RFQ or the subsequent Contract between ESC Region 13 and Vendor shall be made without written approval of ESC Region 13.

**Certificate of Notice of Eligibility**

- Each vendor submitting a response to this RFP must complete and attach the Certificate of Notice of Eligibility.

I have read and agree to General Conditions  
*(Required: Check if applicable)*

**8 Conflict of Interest Questionnaire**

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 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.

Does this vendor have conflict of interest with ESC Region 13?

No  Yes

*(Required: Check only one)*

**9 Conflict of Interest pt. 2**

If you indicated, above, there is a conflict of interest with ESC Region 13, please provide detailed explanation.

If there is no conflict, please enter N/A.

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*(Required: Maximum 4000 characters allowed)*

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## Questions and Concerns

Questions concerning the content of the RFP should be submitted through the IONWAVE system on or before the target dates outlined in the Bid Information section. Questions concerning the proposal process should be emailed to [purchasing@esc13.txed.net](mailto:purchasing@esc13.txed.net), addressed to the point of contact for the RFP.

Contact with ESC Region 13 personnel, board members, and the Texas Education Agency other than the individuals listed above regarding this RFP may be grounds for elimination from the section process.

## Proposal Format

To maintain comparability and enhance the review process, proposals shall be organized in the sequence shown below and shall include all of the elements and information described in the following sections:

### 1. Title Page

- Include the vendor's name, contact information and proposal date.

### 2. Table of Contents

- Include a table of contents to outline sections of the written proposal as well as an overview of attachments included as part of the submission process.

### 3. Executive Summary

- Provide an overview of proposal components included as part of the vendor's submission. Include the history and leadership of the vendor's organization.

### 4. Company Background

- Please submit resumes for the relevant staff member of the organization and any additional staff that will be directly supporting this RFQ/RFP. The résumé(s) included in the RFQ response must:
  - Be limited to two (2) pages.
  - Contain no more than 10 most recent years of full-time employment history, education, training, and other relevant appointments and activities.

### 5. Reference List & Letters

- Provide the names and contact information for 3 to 5 references from organizations in which you have provided the types of services described in this proposal. Provide reference letters that highlighting the areas in which the scope of those services intersects with the scope of services outlined in this solicitation.

### 6. Proposal Narrative

- Follow the instructions and answer all questions indicated in the Proposal Narrative section of this RFP.

### 7. Budget Proposal

- Submit a complete line-item of equipment, products, or services that are applicable to the scope of this RFP.
  - Line-item pricing is pricing based on each individual product or services. Each line must indicate the vendor's published "List Price" as well as the "Contract Price."
  - Percentage Discount from Catalog or Category is based on a percentage discount from a catalog of list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Vendors will be responsible for providing and maintaining current published MSRP with ESC Region 13, and this pricing must be included in its proposal and provided throughout the term of any contract resulting from this RFP.
  - Vendor should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection.
  - Shipping/freight costs
  - Provide pricing for warranties on all products and services.
  - Provide details of and propose additional discounts for volume orders, special manufacturer's offers, special programs, minimum order quantity, free goods programs, total annual spend, etc.
  - Describe any additional discounts or rebates available. Additional discounts, volume discounts or rebates may be offered for large quantity orders, single ship to location, growth, annual spend, guaranteed quantity, etc.
  - Describe any special offers or promotions Provider may make available



**1**  
**2** **Point of Contact First Name, Last Name, & Title**

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*(Required: Maximum 1000 characters allowed)*

**1**  
**3** **Point of Contact Email**

*(Required: Email address)*

**1**  
**4** **Point of Contact Business Phone Number**

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*(Required)*

**1**  
**5** **Contract Authority Representative First Name, Last Name, & Title**

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*(Required: Maximum 1000 characters allowed)*

**1**  
**6** **Contract Authority Representative Email**

*(Required: Email address)*

**1**  
**7** **Contract Authority Representative Business Phone Number**

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*(Required)*

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**8** **Qualifications, Performance Capacity, and Sustainability**

Provide a response to each of the following regarding the qualifications, performance capacity, and sustainability of your organization.

- Describe the organizations experience in providing air filtration products and services.
- Describe the organizations' ability to comply with state and federal law and statues with using state and federal funds for purchases.

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*(Required: Maximum 4000 characters allowed)*

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**Quality Control and Project Approach Part 1**

Provide a response to each of the following regarding quality contract and project approach of your organization.

- Describe the organizations ordering process.
- Describe the organizations return and restocking policy.
- Describe the organizations customer support/problem resolution process.

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*(Required: Maximum 4000 characters allowed)*

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**Quality Contract & Project Approach Part 2**

Provide a response to each of the following regarding quality contract and project approach of your organization.

- Describe how the organization responds to emergency situations including but not limited to natural disasters, civil unrest, pandemic, etc.
- What is the average time delivery rate? Describe the history of meeting delivery timelines.
- Describe the immediate availability of supplies.

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*(Required: Maximum 4000 characters allowed)*

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**Historically Underutilized Business (HUB)**

We are committed to increasing small business enterprise participation in ESC Region 13 contracts. A small business is defined as a for-profit small business that has been certified as small or disadvantaged by either a State Certification Office, or by any city, county, or regional government agency. Although this solicitation does not have a specific contract goal attached, the Provider’s ability to include small business participation as subcontractors, suppliers, or vendors will be considered during the evaluation of proposals.

Yes  No

*(Required: Check only one)*

2  
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## Historically Underutilized Business (HUB) Part 2

If you selected "Yes" in Part 1, provide a response to each of the following. If selected "No", enter NA in the required field.

- Is the Provider certified as a small business?
- Provide a narrative description of the Provider's experience in promoting small business participation as partners, subcontractors, or suppliers on previous projects.
- Provide a list of firms certified small business with which the Provider's firm has had a contractual relationship during the last 12 months. Include the name of the small business, type of work they performed and the dollar value of their contract. (can be included as an attachment)
- Considering the scope of work of this RFP, past small business achievements on similar types of projects and the Provider's current relationships with the small business community, clearly state what small business goal as a percentage of the contract dollars the Provider believes it can realistically achieve on this contract based on the proposed work.

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*(Required: Maximum 4000 characters allowed)*

## Supplier Information

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

Contact Name: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

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

## Supplier Notes

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By submitting your response, you certify that you are authorized to represent and bind your company.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*