



OFFICE SUPPLIES REQUEST FOR QUOTES RFQ 2019-29-0008

Issued by: Workforce Solutions South Plains

Issue Date: September 3, 2019

Response Deadline: September 26, 2019

Introduction

Workforce Solutions South Plains (hereinafter, “Workforce Solutions”) is a 501(c)(3) nonprofit corporation that administers workforce development services authorized by the Texas Workforce Commission (TWC) for the 15-county South Plains Regional Workforce Development Area (SPRWDA) which consists of Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry and Yoakum Counties.

Through this Request for Quotes (RFQ), Workforce Solutions is seeking a source for office supplies. Workforce Solutions will enter into a 1-year requirements contract for the period beginning November 1, 2019, through October 31, 2020, with the option to renew for 2 additional years. Workforce Solutions reserves the right to award to more than one bidder.

Requirements

The resulting contract will be a “NOT TO EXCEED” contract. Quantities specified in the RFQ Requirements Worksheet, Attachment 2, are estimated and are subject to change. Estimates are obtained from records of previous requirements and based on the most current information available. We anticipate that quantities may change plus or minus 10%. Additional supplies may be requested, subject to negotiation, during the contract period as requirements are identified.

The list of supplies commonly needed is provided in specified in the RFQ Requirements Worksheet, Attachment 2, is subject to change and terms may be re-negotiated at the time an order is placed.

Contractor may invoice upon completion of one or more orders.

Quotes should include:

1. A completed cover sheet using the form provided as **Attachment 1**;
2. A brief summary of the firm's experience;
3. A price quote for each item requested (or a comparable item) using the worksheet provided as **Attachment 2**;

Submission of Quotes

Please mail your quotes and any questions to Erin Rea at erin.rea@spworkforce.org or the address below:

Workforce Solutions South Plains Board Administration
1301 Broadway, Ste 201
Lubbock, Texas 79401

Deadline for Submission: September 26, 2019

Governing Provisions and Limitations

1. Offerors shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, proposal evaluator, or agent of the Board or elected official for purposes of having an influencing effect on this procurement. Offerors shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, proposal evaluator, or agent of the Board or elected official for purposes of having an influencing effect on this procurement.
2. No officer, board member, employee, proposal evaluator, or agent of the Board shall participate in the selection, award or administration of a contract supported by workforce development funds if a conflict of interest, or potential conflict, is involved.
3. Offerors shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause an offeror's proposal to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
4. All proposals submitted must be an original work product of the offeror. The copying, paraphrasing or other use of substantial portions of the work product of another party and submitted hereunder as original work of the offeror is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.
5. The contents of a successful proposal may become a contractual obligation if selected for the award of a contract. Failure of an offeror to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful offerors as a basis for release from proposed services at the stated price/cost. Any damages accruing to the Board as a result of a successful offeror's failure to contract may be recovered from the offeror.
6. The Board reserves the right to:
 - a. award from one or more contracts as a result of this RFQ for any combination of services as necessary to obtain the best value for the State;
 - b. accept or reject any or all proposals received, to cancel or reissue this RFQ in part, or its entirety;
 - c. extend, shorten, increase or decrease any contract awarded as a result of this RFQ;
 - d. contact any individual, agency, employer or granting agencies listed in a proposal, contact others who may have experience and/or knowledge of the offeror's relevant performance and/or qualifications;
 - e. request additional information from any and all offerors to obtain clarification of or explanation for any aspect of a response to this RFQ;
 - f. waive any defect in this procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary;
 - g. negotiate the final terms of any and all contracts or agreements with selected offerors and any such terms negotiated as a result of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of the South Plains Area;
 - h. conduct on-site reviews of records, systems, procedures, including credit and criminal background checks, etc., of any entity selected for funding under this RFQ either before or after the award of a contract or agreement;
 - i. cancel any contract or agreement awarded if there is found to be misrepresentation of the offeror's ability to perform as stated in the offeror's proposal.
7. Offers must be valid for a period of 90 days following the date and time designated for receipt of proposals and may not be withdrawn or canceled during that period without the written permission of the Board. A statement to this effect must be submitted with the offeror's proposal.
8. The offeror assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
 - a. Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I—financially assisted program or activity;
 - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
 - f. The offeror also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the offeror's operation of the WIA Title I-financially assisted program or activity, and to all agreements the offeror makes to carry out the WIA Title I-financially assisted program or activity. The offeror understands that the United States has the right to seek judicial enforcement of this assurance.
9. An offeror may withdraw his proposal either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of applications.
 10. Funding for goods or services requested in this RFQ is contingent upon the Board's actual receipt and availability of funds from the Texas Workforce Commission.
 11. Workforce Solutions South Plains is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
 12. The offeror certifies and assures that it has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The offeror further certifies and assures that no officer of the offeror has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year.
 13. The offeror certifies that it will comply with the requirements of the Immigration Reform and Control Act of 1986 regarding employment verification and retention of verification forms for any individuals hired on or after November 1, 1986, who will perform any services under the proposed contract.

ATTACHMENT 1 - COVER SHEET

Legal Name of Proposing Organization (Include legal name of parent company and DBA, if applicable)	
Name of Parent Company CEO	
Mailing Address and Physical Address (if different)	
Telephone Number	
Fax Number	
Contact Person's E-mail	
Contact Person's Phone Number	
Name & Title of Contact Person	
Name & Title of Signatory Authority	
Legal/Tax Status of Proposing Organization (check all that apply)	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> for Profit <input type="checkbox"/> Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other (Specify) _____
Federal Tax ID Number	
Historically Underutilized Business? (If "Yes", attach certification)	<input type="checkbox"/> Yes <input type="checkbox"/> No

ATTACHMENT 2 - REQUIREMENTS WORKSHEET

Qty	Description	Price
	Adding Machine Paper , Comm Code 61503 Supplier Part NSN2223455	
	Air Duster Pressured, 10 oz., 6 cans , Comm Code 48553 Supplier Part 7930013982473	
	Air Freshener, Metered Refill 6.5 oz. , Comm Code 28592 Supplier Part 0617414 - Citrus Scent	
	Air Freshener, Metered Refill 6.5 oz. , Comm Code 28592 Supplier Part 0617413 - Linen Scent	
	Air Freshener Aerosol, 10 oz. , Comm Code 48532 Supplier Part 815032	
	Band-Aids, 1"x3", 100 Ct , Comm Code 28592 Supplier Part 1014341	
	Bathroom Tissue, 80 Rolls per case , Comm Code 6407558	
	Bathroom Tissue, Jumbo Roll, 6 Rolls , Comm Code 64075511044	
	Batteries, AA, Duracell, 24 Pack , Comm Code 45006 Supplier Part 5LE23	
	Batteries, AA, Energizer, 24 Pack , Comm Code 45006 Supplier Part 38W365	
	Batteries, AAA, Duracell, 24 Pack , Comm Code 45006 Supplier Part 5LE25	
	Batteries, AAA, Energizer, 24 Pack , Comm Code 45006 Supplier Part 38W366	
	Batteries, AAAA, Duracell, 2 Pack , Comm Code 45006 Supplier Part 3VY95	
	Batteries, AAAA, Energizer, 2 Pack , Comm Code 45006 Supplier Part EVEC96BP2	
	Batteries, C, Duracell, 12 Pack , Comm Code 45006 Supplier Part 5LE22	
	Batteries, C, Energizer, 12 Pack , Comm Code 45006 Supplier Part EVEC93	
	Batteries, D, Duracell, 12 Pack , Comm Code 45006 Supplier Part 5LE21	
	Batteries, 6Volt, Spring Term Comm Code 45006 Supplier Part 3JFU2	
	Batteries, 6Volt, Non-Chargeable , Comm Code 06012 Supplier Part 157540-TB	
	Batteries, 9Volt, Duracell, 12 Pack , Comm Code 45006 Supplier Part 5LE24	
	Binders, 1", 3 Ring, Vinyl View , Comm Code 61573161108	
	Binders, 1", 3 Ring , Comm Code 61573171107	
	Binders, 1 1/2", 3 Slant D ring, V. View , Comm Code 61573182104	
	Binders, 1 1/2", 3 Ring, Vinyl View , Comm Code 61573162106	
	Binders, 2", Vinyl Overlay, White Only, Heavyweight , Comm Code 61509170777	
	Binders, 2", 3 Slant D ring, Vinyl View , Comm Code 61573184324	
	Binders, 3", 3 Ring , Comm Code 61573175108	

Binders, 3", 3 Oval Rings, Vinyl View , Comm Code 61573165109	
Blade, Knife, 2-1/2" , Comm Code 28592 Supplier Part 0570702	
Blade, Knife Refill, 5 Pack , Comm Code 44512 Supplier Part BOS11987	
Boxes, Cardboard Mailing, All sizes , Supplier Part S-18385-T3	
Boxes, Cardboard Storage, Removal Lid, Letter, 25 Carton , Comm Code 61537130850	
Business Cards, LSR, 2" X 3 1/2", 250 Pack , Comm Code 64531 Supplier Part AVE5376	
Calculator Ribbon, All Types	TBD by PCS
Card Stock (65 lb), White, 250 Sheets 8.5" X 11" , Comm Code 64531 Supplier Part DMR85701	
Card Stock (65 lb), All Colors, 250 Sheets 8.5"X11" ,	TBD by PCS
CD/DVD Slim Cases	TBD by PCS
CD/DVD Sleeves, w/window 5"x5" Square	TBD by PCS
CD-R Disk, 700 MB 80 Min, 52X, 50/Spindle , Comm Code 20730 Supplier Part 14F823	
CD-R Disk, 700 MB 80 Min, 48X, 100/Spindle , Comm Code 20730302252	
CD-RW Disk 700 MB 80 Min, 1X-4X, 25/Spindle , Comm Code 20730 Supplier Part IMN41149	
CD-RW Disk 700 MB 80 Min, 1X-4X, 25/Spindle , Comm Code 20730311121	
Cleaner, Office 15 oz. 3M Cleaner , Comm Code 48516 Supplier Part 333666	
Cleaner, Screen Kit, 24 Pack Comm Code 20725 Supplier Part REARR1209	
Cleaner, Screen wipes, Tub of 50 , Comm Code 20725 Supplier Part NSN4541138	
Cleaner, Dry Erase/Whiteboard 8 oz. , Comm Code 78557300825	
Clip Board, 9 X 12 Keepit Clip Board , Comm Code 03752 Supplier Part 2750	
Clip, Binder Small 3/8 , Comm Code 20772 Supplier Part 7510-00-282-8201	
Clip, Binder Medium 5/8 , Comm Code 20772 Supplier Part 7510-00-223-6807	
Clip, Binder Large 2" Wide , Comm Code 61569146552	
Clip, Clamps Ideal, Butterfly Clamp,12 per Box , Comm Code 45041 Supplier Part 973750	
Clip Paper, Jumbo 100 per Box , Comm Code 61569 Supplier Part OIC99964	
Clip Paper, Regular, Recycled, No. 1, 100 per Box , Comm Code 61569 Supplier Part OIC99961	
Clip Paper, Regular, Premium, No. 1, 100 per Box , Comm Code 61569 Supplier Part OIC99917	
Clip Paper, Regular, Standard No. 1, 1000 per Box Comm Code 61569 Supplier Part NSN1614292	
Copyholders, Monitor Mount Document Clip , Comm Code 60510 Supplier Part MMMDH240MB	
Correction Fluid, White .74 oz. bottle, 3 Pack , Comm Code 61529403115	
Correction Tape Single Line , Comm Code 61529311005	

Correction Pen 24 oz., 2 Pack , Comm Code 61529409515	
Cubicle Hanging Wall Pocket, 3 Piece, Letter , Com Code 61533460541	
Cubicle Wall Clips/Fasteners 1-5/16", 24 PK , Comm Code 61569190673	
Cups, Disposable Foam-White,	TBD by PCS
Cup Lids	TBD by PCS
DVD+R	TBD by PCS
Easel Pads, Ruled 27 X 34, Perforated 50 Sheets , Comm Code 61562 Supplier Part NSN3982661	
Easel Pads, Unruled 25 X 30, 40 Sheets, 2 Pack , Comm Code 78547555603	
Envelopes, Clasp, 10 x 13, 100 per Box , Comm Code 31006 Supplier Part BSN36665	
Envelopes, Interoffice, 10 x 13, 100 per Box , Comm Code 31006421528	
Envelopes, 14 x 9, Tamper-Proof , Comm Code 28592 Supplier Part 0556804	
Envelopes, #10 Non-Window, White, 2500 per Carton , Comm Code 31030900653	
Eraser, Click Pen Style	TBD by PCS
Eraser, Click Pen Style, Refill, 2 Pack Comm Code 62020 Supplier Part PENZE15RBP2	
Eraser, Marker Board, Black , Comm Code 78557 Supplier Part NSN3166213	
Eraser, Mechanical Pencils, Refill	TBD by PCS
Face Mask 3 Layer, 50 Pack , Comm Code 34572 Supplier Part 3RLG6	
Face Mask Blue, 50 Pack , Comm Code 28592 Supplier Part 1075872	
Fasteners (sets) for Paper, All Types (including bases), 100 Box , Comm Code 61569320021	
File Guides, Pressboard A-Z, 1/SET (Letter Size),	TBD by PCS
File Guides, Pressboard Monthly, 1/3 Tab, Gray , Comm Code 61539 Supplier Part SMD50365	
File Guides, Pressboard 1-31 Letter, Gray/Green, 31 per Set , Comm Code 61545993191	
Fingertips, Rubber, 12 Pack	TBD by PCS
First Aid Kit 10, Person Kit , Commodity Code 34532 Supplier Part 129355-T8	
Flags, Sign Here, 100 Flags Pack , Supplier Part 7510-01-389-2262	
Flags, Sign Here, 120 Flags Pack, Yellow/Blue/Red/Green Comm Code 61551 Supplier Part MMM684SH	
Flashlight, LED , Comm Code 45031, Supplier Part 39F126	
Folders, Classification, 6 partition (2 dividers), 10 per Box Comm Code 61545200301	
Folders, Expanding Pocket, 3 1/2 Expansion , Comm Code 61541221950	
Folders, Expanding Pocket, Redrope 5 1/4, 10 per Box , Comm Code 61514231535	

Folders, File 2 Fasteners, 1/3 Cut, Manila, 50 per Box , Comm Code 61545470213	
Folders, File, Asst Color, Letter Size 100 per Box, 1/3 Cut , Comm Code 61545121521	
Folders, Hanging Frame Steel	TBD by PCS
Folders, Hanging, 1/3 Cut Letter Size, 25 per Box, Green Comm Code 61543130951	
Folders, Hanging, 1/5 Cut Letter Size, 25 per Box, Green Comm Code 61543131124	
Folders, Hanging, Tabs Plastic, 2" Insert, 25 per Box , Comm Code 61539 Supplier Part NSN3750502	
Folders, Manila, Letter Size, 100 per Box Comm Code 61545123701	
Folders, Pocket Portfolio, Yellow, 10 Pack , Comm Code 61531138212	
Folders, Pocket Portfolio, Dark Blue, 10 Pack , Comm Code 61531133664	
Folders, Pocket Portfolio, Red, 10 Pack , Comm Code 61531144607	
Folders, Pocket Portfolio, Assorted Colors, 10 Pack , Comm Code 61531138366	
Folders, Pressboard Fastener 2" Expansion	TBD by PCS
Gloves, All Types Non- Sterile, 100 per Box Comm Code 20142871134	
Glue Stick, 0.74 oz. Comm Code 28592 Supplier Part 053135	
Glue, 8oz. All purpose Glue Bottle	TBD by PCS
Highlighters, Fluorescent Yellow Tip Style Chisel, 12 Pk , Comm Code 62090 Supplier Part 2LTK1	
Highlighters, Assorted Chisel Tip Sharpie, 6 Pack , Comm Code 28592 Supplier Part 0529822	
Highlighters, 3 each -Yellow, Blue, Pink, Green Rubberized Barrel , Commodity Code 62090384009	
Hole Puncher, Two Hole, Heavy Duty, 25 Sheets , Comm Code 60567431082	
Hole Puncher, Two & Three Hole Adjustable, 12 Sheets , Comm Code 60567166639	
Hole Puncher, Three Hole, 30 sheets, 9/32", Heavy Duty , Comm Code 60567354549	
ID Badge Holder w/Clip (Portrait)	TBD by PCS
ID Clips, Plastic, Clear 100 per case , Comm Code 08044402011	
Index Cards Guides Numerical 1-5 Comm Code 61539120001	
Index Cards	TBD by PCS
Labeling System, Handheld	TBD by PCS
Labeling System Tape (not labels)	TBD by PCS
Labels, Numerical File, 500/roll/pk, Size 1"	TBD by PCS
Labels, Color Coding	TBD by PCS
Labels, Laser, File Folder, All Colors	TBD by PCS

Labels, Address/Shipping	TBD by PCS	
Labels, Round, Color Coding 1/2" dia Light Blue, 840 Pack , Comm Code 61551 Supplier Part AVE05050		
Letter Opener, 9" Blade, Chrome Plated , Comm Code 61553302376		
Loose Leaf Rings	TBD by PCS	
Lysol Disinfectant Spray, Lysol Spray Crisp Linen 19 oz , Comm Code 48516 Supplier Part 751160		
Mailers, Bubble Padded, 8 1/2 x 12 White, 100 Pack		
Manuscript Covers (Blue Contract Covers)	TBD by PCS	
Markers, Chisel Tip, 12 per Box , Comm Code 62090161027		
Markers, Jumbo, Round Bullit Tip, 12 per Box , Comm Code 62090241852		
Moistener, Finger, Fingertip Moisteners	TBD by PCS	
Moistener, Envelope w/ Adhesive, 50 ml , Comm Code 60546 Supplier Part QUA46065		
Pad Writing, Perforated 8 1/2"x11 3/4", Legal Ruled, 50 Shts, White Comm Code 61562492630		
Pad Writing, Perforated 8 1/2"x11 3/4", Legal Ruled, 50 Shts, 12 Pk, Canary , Comm Code 61562491630		
Pads, Message Pads	TBD by PCS	
Pads, Steno, Notebook, 6x9, White 80 sheets Comm Code 78573755713		
Pads, Voicemail Log, Book, Phone Message, Carbonless, 5-1/2" x11" Comm Code 61562458003		
Pads, Writing, Scratch, Perforated, 8-1/2"x11-3/4", White, 12 Pack , Comm Code 61562492630		
Paper, Copy 500 sheets/ream	RAS determination based on Zone	
Paper, Color 500 sheets/ream,	TBD by PCS	
Paper, Parchment, 500 per Box, Ivory , Comm Code 64568 Supplier Part SOU984C		
Paper, Parchment, 500 per Box, Gold , Comm Code 64568 Supplier Part SOU994C		
Pencil, Leads, Lead Refill 0.7mm, 12 leads per pack , Comm Code 62060 Supplier Part 2LUL7		
Pencil Sharpeners, Elec., Pencil, Desktop Horizontal Entry , Comm Code 60560233000		
Pencil, Mechanical, 0.7mm Smoke 12 pack , Comm Code 62060 Supplier Part 6NEC7		
Pencil, Mechanical, Mechanical Push Action, Black, 7mm 12 pack , Comm Code 62060170016		
Pencil, No. 2, Yellow ,144 Pack , Comm Code 62060 Supplier Part 6NEC6		
Pens, Client, Mini Stick, less than 4", Medium, Black, 100 per Box , Comm Code 62080141005		
Pens, BLACK Ink, Ballpoint Retractable, Point Medium , Comm Code 62080 Supplier Part 2EJW2		
Pens, BLUE Ink, Ballpoint Retractable, Point Medium , Comm Code 62080 Supplier Part 2EJW3		
Pens, RED Ink, Gel Pen Retractable, Point Medium 12 pack , Comm Code 62080 Supplier Part 1XUY9		

Post-It Notes, 3X5 and Smaller, 12 Pack	TBD by PCS	
Post-It Notes, 4X4, 6 pack	TBD by PCS	
Post-It Notes, 4X6, 5 pack	TBD by PCS	
Pushpins, 3/8 Pt, Clear, 100 Box , Comm Code 61584 Supplier Part NSN9400935		
Reinforcements- White	TBD by PCS	
Report Covers, VNYL, CLRCVR, Dark Blue, 25 Pack , Comm Code 61531 Supplier Part SMD87455		
Report Covers, VNYL, CLRCVR, Red, 25 Pack , Comm Code 61531 Supplier Part SMD87461		
Rolodex Card Refills	TBD by PCS	
Rolodex File	TBD by PCS	
Rubber Bands, 1 lb. bag, Size 33 , Comm Code 61575 Supplier Part NSN5783513		
Rubber Bands, File Bands, 7 x 1/8, 175 Bands/1 lb. Box	TBD by PCS	
Ruler, 12"	TBD by PCS	
Sanitizer, Hand 8 oz. Pump , Comm Code 48516 Supplier Part GOJ969112		
Sanitizer Wipes, 75 Wipes/Tub, Fresh Scent , Comm Code 48516 Supplier Part COX01594EA		
Sanitizer Wipes, 35 Wipes/Tub, Disinfecting Wipes , Comm Code 48516 Supplier Part 887175		
Sanitizing Wipes Hand, 10 per Box , Comm Code 28592 Supplier Part 1086124		
Scissors, Bent 8" , Comm Code 60569453081		
Scissors, Aspect 8" , Comm Code 28592 Supplier Part 0530095		
Sheet Protectors, Top Open, Clear Non-Glare 11 x 9, 100 per Box , Comm Code 61580112102		
Sheet Protectors, Top Open, Clear Non-Glare 11 x 9, 50 per Box , Comm Code 61580112201		
Shredder Bags	TBD by PCS	
Shredder Oil, 16 oz	TBD by PCS	
Soap, Dishwashing, 28 oz. Original Palmolive , Comm Code 48538 Supplier Part 564482		
Soap, Dishwashing, 38 oz. Original Dawn, 8 Pack , Comm Code 48586 Supplier Part 1JYZ5		
Soap, Hand 7.5 oz. Bottle, Coconut Water Scent , Comm Code 48586 Supplier Part 202408		
Soap, Hand 8 oz. Bottle, Fruity Floral, 12 Bottles per Case , Comm Code 48586350309		
Soap, Hand Refill 56 oz.	TBD by PCS	
Stamp, Date & Message 1-1/2" , Comm Code 61577740180 (Multi Messages: Answered, Cancelled, Paid, Shipped, Entered, Completed, Void, Billed, Received, Delivered, Filed, Approved)		
Stamp, Dater, Self-Inking Imprints "RECEIVED & BY" message Comm Code 61577764752		
Stamp Ink, Refill Red 0.35 oz , Comm Code 61577 Supplier Part 1DAA1		

Stamp Ink, Refill Black 2 oz , Comm Code 61577 Supplier Part NSN1614237	
Stamp Pads, Red , Comm Code 44549 Supplier Part 1DAA4	
Stamp Pads, Black	TBD by PCS
Stapler, Desk (manual) 20 Sheets Capacity , Comm Code 60588404897	
Stapler, Desk (manual) 20 Sheets Capacity , Comm Code 60588 Supplier Part 2WFT1	
Stapler Remover, Easy-grip Wings , Comm Code 60582260700	
Stapler Remover, Including Push Type , Comm Code 60582303812	
Staples, Regular Standard , Comm Code 61581159000	
Staples, Heavy Duty 1/2" W 1/2" Leg, 1000 PK, 60 Sheet Capacity , Comm Code 61581151300	
Surge Protector, 6 Outlet 6' Cord , Comm Code 28592 Supplier Part 0776031	
Surge Protector, 7 Outlet 7' Cord , Comm Code 28592 Supplier Part 0776668	
Tab Protectors, 3 1/2 X 11/16, 100 Pack , Comm Code 61551 Supplier Part SMD67600	
Tabs, Index Dividers, Multi-Color, 8-Tab , Comm Code 61539371424	
Tabs, Index Dividers, Big, Multi-Color 5-Tab , Comm Code 61539 Supplier Part AVE23280	
Tacks, Thumb	TBD by PCS
Tape, Masking, 3/4 X 60 yrd Roll , Comm Code 83252 Supplier Code 41006	
Tape, Filament Reinforced 60 yrd Roll , Comm Code 83232 Supplier Part NSN5824772	
Tape, Invisible, 1/2"x1296", Clear Comm Code 83220 Supplier Part MMM6200121296	
Tape, Invisible, 3/4"x1000", Clear, 6 rolls per pack , Comm Code 83220112	
Tape Dispenser w/Tape, Refillable, 3/4", Clear , Comm Code 61588 Supplier Part NSN5167575	
Tape, Clear, 2", 36 per Box Comm Code 51510 Supplier Part BP1336	
Tape, Handheld Dispenser, 2" Wide , Comm Code 28592 Supplier Part 0630136	
Tape, Handheld Dispenser, 2" Wide , Comm Code 61588 Supplier Part 3JXW7	
Toilet Seat Covers , Comm Code 28592 Supplier Part 0608943	Min Qty: 250
Towels, Paper, Multifold, White, 4000 per Case, 16 Pack , Comm Code 64075921003	
Towels, Paper, Rolls, 3 Pack , Comm Code 45041 Supplier Part 30111	
Towels, Paper, Single Roll , Comm Code 28592 Supplier Part 0616097	Min Qty: 30
Trash Bags, 30-40 gallon, Black, 250 bags/case , Comm Code 66524115016	
Trash Bags, 33 gallon, Clear, 500 bags/case , Comm Code 66524113021	
Trash Bags, 33 gallon, Clear, 250 bags/case , Comm Code 66524113019	

Trash Bags, 40-45 gallon, Black, 250 bags/case, Comm Code 66524115022	
Trash Bags, 40-45 gallon, Clear, 250 bags/case, Comm Code 66524115024	
Trash Bags, 55 gallon, Black,, 200 bags/case, Comm Code 66524115025	
Trash, Can/Waste Basket Rectangular 7 gal, Black, Comm Code 45034 Supplier Part 4PGN5	
Trays, Desk, Stacking- Letter, Black 6 Pack, Comm Code 61533808100	
Visitor Name Badge Label 2-11/32x3-3/8, Blue 100 Pack, Comm. Code 08015 Supplier Part AVE5141	
Visitor Name Badge Label 2-11/32x3-3/8, White 100 Pack, Comm. Code 08015 Supplier Part AVE5147	
Wrapping Film- Stretch 1000 Ft. L x 5 In W, Comm Code 66582 Supplier Part 15A909	
Wrapping Film- Stretch 1500 Ft. L x 5 In W, 2 Pack, Com Code 66582 Supplier Part 36P084	

ATTACHMENT 3 - CERTIFICATION OF PROPOSER

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided and the administrative, management and financial systems of this organization. I certify that no employee of Workforce Solutions South Plains has assisted in the preparation of this proposal.

I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization will comply with applicable local, state and federal regulations and directives in the implementation of the program. I also certify that I have read and understand the Governing Provisions and Limitations section presented in this RFP and will comply with the terms.

This proposal is a firm offer for a minimum of 90 days.

I, _____, certify that I am the
(Typed Name)

_____ of the corporation, partnership, organization, or other
(Typed Title)

entity named as Respondent herein and that I am authorized to sign this proposal and submit it to the Workforce Solutions South Plains Workforce Board on behalf of said organization by authority of its governing body.

(Signature)

(Address)

(Phone)

ATTACHMENT 4 - CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUGFREE WORKPLACE

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor certifies that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing, Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
- (4) Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned contractor certifies that it shall provide a drug-free workplace by:

- (1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying **the consequences of any such action by an employee;**
- (2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (3) Providing each employee with a copy of the Contractor's policy statement;
- (4) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (5) Notifying Workforce Solutions South Plains within ten days of Contractor's receipt of a notice of a conviction of an employee; and,
- (6) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Signature and Date

Name and Title

ATTACHMENT 5 - TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this contract is current in its franchise taxes must be signed by the individual on Form 203, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Signature

Date

Name and Title

ATTACHMENT 6 - STATE ASSESSMENT CERTIFICATION

The undersigned authorized representative of the firm or individual contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

The firm or individual certifies that:

- Is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.
- Has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Signature and Date

Name and Title

ATTACHMENT 7 - CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this proposal, Proposer covenants and affirms that:

- (1) no manager, employee or paid consultant of the Proposer is a member of the Board, the Executive Director, or an employee of Workforce Solutions South Plains;
- (2) no manager or paid consultant of the Proposer is married to a member of the Board, the Executive Director, or an employee of Workforce Solutions South Plains;
- (3) no member of the Board, the Executive Director or employee of Workforce Solutions South Plains owns or controls more than a 10 percent interest in the Proposer;
- (4) no spouse or member of the Board, Executive Director or employee of Workforce Solutions South Plains is a manager or paid consultant of the Proposer;
- (5) no member of the Board, the Executive Director or employee of Workforce Solutions South Plains receives compensation from Proposer for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- (6) proposer has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest;
- (7) should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Workforce Solutions South Plains and shall immediately refund to Workforce Solutions South Plains any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by Workforce Solutions South Plains relating to that contract.

Disclosure of Potential Conflict Of Interest _____

Name of Organization: _____

Name/Title of Authorized Signatory: _____

Signature _____ Date: _____