



# SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

## Agenda Item Summary

Meeting Date: February 15, 2023

Agenda Section: Consent

Agenda Item Title: Approval of Alamo Classroom Solutions | RFQ 2023-02 Furniture Consulting and Installation Services

From: Tony Kingman, Chief Financial Officer

Description: The Head Start Department is intending to replace classroom furniture in 16 classrooms. The intent of the RFQ 2023-02 Furniture Consulting and Installation Services was to seek a furniture consultant with installation services to provide a turn key solution with regards to furnishing the 16 Head Start classrooms. Based on the Evaluation Scoring Summary, the Committee Members have recommended Alamo Classroom Solutions, as the finalist for this RFQ.

Recommendation: Recommend the Board of Trustees approve the contract with Alamo Classroom Solutions, utilizing RFQ 2023-02 Furniture Consulting and Installation Services

Purchasing Personnel and Approval Date: Victoria Cantu, February 3, 2023

Funding Budget Code and Amount: Varies Budget Codes under Head Start Department / varies Campuses



## **2023-02 Addendum 1**

### **Furniture Consulting and Installation Services**

Issue Date: 11/11/2022

Questions Deadline: 11/30/2022 02:00 PM (CT)

Response Deadline: 12/9/2022 02:00 PM (CT)

### **Contact Information**

Contact: Victoria Cantu

Address: Procurement Office

1450 Gillette Blvd.

San Antonio, TX 78224

Email: [victoria.cantu@southsanisd.net](mailto:victoria.cantu@southsanisd.net)

## Event Information

Number: 2023-02 Addendum 1  
Title: Furniture Consulting and Installation Services  
Type: Request for Qualifications  
Issue Date: 11/11/2022  
Question Deadline: 11/30/2022 02:00 PM (CT)  
Response Deadline: 12/9/2022 02:00 PM (CT)  
Notes: The South San Antonio Independent School District (“SSAISD” and/or the “District”) is soliciting request for qualifications for Furniture Consulting and Installation Services as more fully set out in this Request for Qualifications (“RFQ”).

Online submittals of bid proposals is highly encouraged as this helps to expedite the process an alleviate potential errors. Manual bids will be accepted by the close date and time mentioned in the proposal.

**NO Emailed or Faxed proposals will be accepted.**

## Bid Activities

### Pre-Proposal Conference

11/29/2022 2:00:00 PM (CT)

A Non-mandatory Pre-Proposal Conference will be held at:

1450 Gillette Blvd  
San Antonio, Texas 78224

## Bid Attachments

### General Terms and Conditions.pdf

General Terms and Conditions

[Download](#)

### SSAISD CIQ FORM 2.16.22.pdf

CIQ FORM

[Download](#)

### SOUTH\_SAN\_ISD\_W9\_\_ - CANTU\_10.28.22.pdf

SSAISD Vendor W9 Form

[Download](#)

### Form G - Filing Reports 1295.pdf

Filing Reports 1295

[View Online](#)

### Evaluation.docx.pdf

Standard Evaluation

[View Online](#)

### RFQ 2023-02 - Furniture Consulting and Installation Services.pdf

RFQ Bid Document

[Download](#)

### Frog Street Practice Centers.pdf

Sample Centers for Classrooms

[Download](#)

### Addendum 1 RFQ 2022-02.pdf

Addendum #1

Responses to Vendor Questions

[Download](#)

**PRE\_BID SIGN IN SHEET\_RFQ 2023-02 FURNITURE.pdf**

[View Online](#)

PRE\_BID SIGN IN SHEET\_RFQ 2023-02 FURNITURE.pdf

**BID ADVERTISEMENT.doc**

[View Online](#)

Bid Advertisement Notice to Express News

**Project Timeline.docx**

[View Online](#)

Project Timeline

**Advertisement Order Confirmation.pdf**

[View Online](#)

Confirmation Newspaper Advertisement Notice

**RFQ 2023-02 - Furniture Consulting and Installation Services.docx**

[View Online](#)

Scope of Work

**2022\_12\_05\_15\_30\_510002.jpg**

[View Online](#)

Pre-Bid Agenda Details

**Requested Attachments**

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**Conflict of Interest Questionnaire**

*(Attachment required)*

Please complete the Conflict of Interest Questionnaire, located on the Attachments tab, and upload the document here.

**W9**

*(Attachment required)*

**Section I Responses**

*(Attachment required)*

Please review the RFQ bid document in attachments section, please upload your firms bid response to section I as a PDF.

**Section II Responses**

*(Attachment required)*

Please review the RFQ bid document in attachments section, please upload your firms bid response to section II as a PDF.

**Section III Responses**

*(Attachment required)*

Please review the RFQ bid document in attachments section, please upload your firms bid response to section III as a PDF.

**Bid Attributes**

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<b>1</b>	<p><b>Introduction</b></p> <p>There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. <b>**Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Bid Attributes**</b></p>
<b>2</b>	<p><b>South San Antonio ISD Terms and Conditions</b></p> <p>South San Antonio ISD Terms and Conditions are provided in an attachment to the proposal. Please check if you agree or disagree to the terms and conditions of this proposal. This is your electronic signature.</p> <p><input type="checkbox"/> Agree <input type="checkbox"/> Do Not Agree</p> <p><i>(Required: Check only one)</i></p>

**3 Submission Response**

South San Antonio ISD prefers responses to be submitted online via our electronic system. Submissions may be submitted manually. Manual submissions must be delivered to the Procurement and Contracts office, in a sealed envelope by the date and time stated in this bid event. No fax or email submissions will be accepted. Only one format is needed. Manual submission shall consist of one (1) original hard copy and one (1) electronic flash drive. For any questions, please contact the \_\_South San Antonio ISD Purchasing Office at ###.

**4 Communications Statement**

Contact between vendors and South San Antonio ISD personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact \_South San Antonio ISD personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

**5 Attachments Required**

Be sure to upload all required documents and forms to the "Response Attachments" tab of this bid event.

**6 Proposal Opening**

Any proposal received later than the specified time, whether delivered in person or by any other method shall be disqualified. Any questions pertaining to the proposal procedures should be addressed to the Purchasing Office at South San Antonio.

If the District office location where bids/proposals are to be submitted is closed due to inclement weather, natural disaster, or for any other cause including if the electronic bid system is unavailable on the due date, the deadline for submission shall be extended until the next District calendar business day, unless the bidder is otherwise notified by the District. The time of day for submission shall remain the same.

**7 Section 2**

**PROPOSAL REQUIREMENTS**

The following items require an answer

**8 Anti-Trust Certification**

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this agreement/contract/proposal on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus & Comm. Code Chapter 15;
3. In connection with this Proposal, neither I nor any representative of the Company have violated any federal antitrust law; and
4. Neither I nor any representative of the Company have directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

I affirm.  
(Required: Check if applicable)

**9 Felony Conviction Notice**

Texas Education Code, Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "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 the termination of the contract." Is your firm owned or operated by anyone who has been convicted of a felony?

Yes  No

*(Required: Check only one)*

**10 Felony Conviction Details**

If your firm is owned or operated by anyone who has been convicted of a felony, please list their name and the details of the conviction. If not applicable, please enter N/A (not applicable).

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*(Required: Maximum 4000 characters allowed)*

**11 Criminal Background Check Requirement**

If an employee of a contractor is covered under SB 9, the contractor must bear the burden of obtaining a national, fingerprint-based criminal history check. Under Section 22.0834 of the Education Code, the contractor is then required to certify to the district that the criminal history check has been performed. The contractor, not the district, is responsible for contacting DPS directly to set up an account for the purposes of obtaining criminal history record information. Under the statute SB 9, a contractor is required to conduct a criminal history review on an employee only when the following criteria have been met: \*The employer has contracted with district to provide services. \*The particular employee will have continuing duties relating to the contract with the district. \* The particular employee will have contact with students. A contractor or sub-contractor may not work on District property or any location the District deems a place where students are regularly present when \*they have been convicted of a felony or misdemeanor involving moral turpitude, as defined by Texas law or any other offense the District believes might compromise the safety of student, staff or property.

A Proposer's violation of this section shall constitute substantial failure. If the Proposer is the person or owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review, and must submit original evidence acceptable to the district with this Agreement showing compliance. Possession of fire arms, alcohol and/or drugs, even in vehicles, is strictly prohibited on school/district property. The use of tobacco products are not allowed on school district property. ~~~This is your electronic signature.

Agree  Do Not Agree

*(Required: Check only one)*

**1 Bidder's Certification**

**2**

Texas Government Code Chapter 2252 relates to bids by nonresident contractors. The pertinent portions of the Act are as follows: Section 2252.001(3) "Nonresident bidder" refers to a person who is not a resident. Section 2252.001(4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state. Section 2252.002, as amended by H.B. 3648, 83rd Legislature (2013 Regular Session): "AWARD OF CONTRACT TO NONRESIDENT BIDDER. A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the greater of the following:

(1) the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located; or

(2) the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which a majority of the manufacturing relating to the contract will be performed." Section 2252.002, as amended by H.B. 1050, 83rd Legislature (2013 Regular Session): "AWARD OF CONTRACT TO NONRESIDENT BIDDER: A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in:

(1) the state in which the nonresident's principal place of business is located; or

(2) a state in which the nonresident is a resident manufacturer." ~~~ Is the vendor a Resident Bidder of Texas as defined in Texas Government Code Section 2252.001(4)?

Please indicate the status of your company as a "resident" proposer or "nonresident" proposer under these definitions.

Please select one of the following:  My company is a Resident Proposer

My company is a Nonresident Proposer

*(Required: Check only one)*

**1 Non-resident Bidder's Certification**

**3**

Non-resident Bidder of Texas as defined in Texas Government Code Section 2252.001(3) ~~~ If your firm is not a Resident Bidder of Texas as defined in Texas Government Code Section 2252.001(4), indicate your firm's principal place of business City and State. If not applicable, please enter N/A (not applicable).

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*(Required: Maximum 4000 characters allowed)*

**1**  
**4** **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 South San Antonio\_ Independent School District?

Yes  No

*(Required: Check only one)*

**1**  
**5** **Anti-Collusion Statement**

I affirm that I am duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

I agree.

*(Required: Check if applicable)*

**1**  
**6** **Debarment or Suspension Certification**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of good or services equal to or in excess of \$100,000. Vendors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

(I) Certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency under the Federal OMB, A-102, common rule.

Failure to certify will render bidder non-responsive and will not be considered for award.

[Please select]  Agree  Do not agree

*(Required: Check only one)*

**1**  
**7** **No Israel Boycott Certification**

Effective September 1, 2017, a Texas governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

(1) does not boycott Israel; and

(2) will not boycott Israel during the term of the contract. (TEX. GOV'T CODE Ch. 2270)

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. TEX. GOV'T CODE §808.001(1)

Vendor certifies that they do not boycott Israel, will not boycott Israel during the term of this Agreement, and are in compliance with Section 2270.002 of the Texas Government Code.

Agree

*(Required: Check if applicable)*



**18 No Excluded Nation or Foreign Terrorist Organization Certification**

Effective September 1, 2017, Chapter 2252 of the Texas Government Code provides that a Texas governmental entity may not enter into a contract with a company engaged in active business operations with Sudan, Iran, or a foreign terrorist organization - specifically, any company identified on a list prepared and maintained by the Texas Comptroller under Texas Government Code §§806.051, 807.051, or 2252.153. (A company that the U.S. Government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, Iran, or any other federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition.)

Vendor certifies that they do not support foreign terrorist organizations and are in compliance with Sections 2252.152-154 of the Texas Government Code.

Agree  
(Required: Check if applicable)

**19 Form 1295 - Certificate of Interested Parties**

Pursuant HB 1295, the addition of section 2252.908 of the Government Code, all awarded vendors must fill out electronically, with the Texas Ethics Commission's online filing application.

[www.ethics.state.tx.us.whatsnew/elf\\_info\\_form1295.htm](http://www.ethics.state.tx.us.whatsnew/elf_info_form1295.htm)

The law states that a governmental entity or state may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental or state agency. The Texas Ethics Commission has adopted rules requiring the business to file Form 1295 electronically with the Commission. This form must then be signed and attached in the "Response Attachments" tab of this bid event, prior to any business transaction.

Please note the following:

Box 2: Please enter South San Antonio\_ ISD

Box 3: Please use South San Antonio\_\_ ISD's solicitation (bid) number **RFP# South San Antonio** as the identification number being requested and the contract name as description of goods or services.

A **new** form must be completed upon each renewal.

Please acknowledge that you have read and understand that the district may not do business with your company without the submittal of this form.

[Please select]  Yes  No  
(Required: Check only one)

**20 Vendor Employment Certification**

For the 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 vendors ultimate parent company or majority owner;

1) Has its principal place of business in the State of Texas;

**OR**

2) employs at least 500 persons in Texas.

**If you are not a Texas based business, do you have more than 500 employees in Texas?**

[Please select]  Texas based business  Not Texas based business, more than 500 employees

Not Texas Based business, less than 500 employees

(Required: Check only one)

<b>2</b> <b>1</b>	<b>No Deviations or Exceptions</b> I certify that there are NO deviations or exceptions from the attached specific terms, conditions, and specifications. <input type="checkbox"/> [Please select] <input type="checkbox"/> Agree - No Deviations <input type="checkbox"/> Do Not Agree - Please see below <i>(Required: Check only one)</i>
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<b>2</b> <b>2</b>	<b>Deviations and Exceptions</b> If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below. If none, please enter N/A (Not Applicable).  _____ _____ _____ _____ _____  <i>(Required: Maximum 4000 characters allowed)</i>
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<b>2</b> <b>3</b>	<b>Educational Cooperatives</b> Do you belong to any of the following cooperatives? <input type="checkbox"/> BuyBoard <input type="checkbox"/> Goodbuy <input type="checkbox"/> TIPS <input type="checkbox"/> None apply <i>(Required: Check all that apply)</i>
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<b>2</b> <b>4</b>	<b>Purchasing Cooperative</b> Has your company been awarded a purchasing cooperative contract? If yes, please list the names of the Cooperatives and the contract numbers you have with each. If none, please enter N/A (not applicable).  _____ _____ _____ _____  <i>(Required: Maximum 4000 characters allowed)</i>
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<b>2</b> <b>5</b>	<b>Section Break</b>  <b>VENDOR REFERENCES</b>
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<b>2</b> <b>6</b>	<b>References</b> List multiple references and prior experience; preferably with other governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each agency:
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<b>2</b> <b>7</b>	<b>Reference 1</b> <b>Reference 1</b>
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<b>28</b>	<b>Reference #1 Company Name</b>
	<hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

<b>29</b>	<b>Reference #1 Contact Person</b>
	<hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

<b>30</b>	<b>Reference #1 Business Address</b>
	Enter Street address, city, state, zip code
	<hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>

<b>31</b>	<b>Reference #1 Business Phone Number</b>
	<input type="text" value="(____) ____ - ____"/> ext: <input type="text"/>

*(Required)*

<b>32</b>	<b>Reference #1 Email</b>
	<input type="text"/>

*(Required: Email address)*

<b>33</b>	<b>Reference #1 Description of Services Performed and Dates of Service</b>
	Describe the services performed and provide the beginning and completion dates of the project.
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	<hr/> <hr/> <hr/> <hr/> <hr/>
	<hr/> <hr/> <hr/> <hr/> <hr/>
	<i>(Required: Maximum 4000 characters allowed)</i>

<b>34</b>	<b>Reference 2</b>
	<b>Reference 2</b>

<b>35</b>	<b>Reference #2 Company Name</b>
	<hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

**36 Reference #2 Contact Person**

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*(Required: Maximum 1000 characters allowed)*

**37 Reference #2 Business Address**

Enter street address, city, state, zip code.

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*(Required: Maximum 1000 characters allowed)*

**38 Reference #2 Business Phone Number**

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext: \_\_\_\_\_

*(Required)*

**39 Reference #2 Email Address**

\_\_\_\_\_

*(Required: Email address)*

**40 Reference #2 Description of Services Performed and Dates of Service**

Describe the services performed and provide the beginning and completion dates of the project.

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*(Required: Maximum 4000 characters allowed)*

**41 Reference #3**

**Reference #3**

**42 Reference #3 Company Name**

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*(Required: Maximum 1000 characters allowed)*

**43 Reference #3 Contact Person**

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*(Required: Maximum 1000 characters allowed)*

**4  
4** **Reference #3 Business Address**  
Enter street address, city, state, zip code.  

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*(Required: Maximum 1000 characters allowed)*

**4  
5** **Reference #3 Business Phone Number**  
 ext:   
*(Required)*

**4  
6** **Reference #3 Email Address**  
  
*(Required: Email address)*

**4  
7** **Reference #3 Description of Services Performed and Dates of Service**  
Describe the services performed and provide the beginning and completion dates of the project.  

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*(Required: Maximum 4000 characters allowed)*

**4  
8** **Additional References**  
**Additional References**  
Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.  
Be sure to include the following information:  

- Reference Company Name
- Reference Contact Person
- Reference Business Address (street, city, state, zip)
- Reference Business Phone Number
- Reference Email Address
- Description of Services Performed and Dates of Service

**4  
9** **RFQ Bid Document Acknowledgement**  
Please acknowledge that you have read the RFQ 2023-02 Furniture Consulting and Installation Services bid document in the attachments section.  
 Yes  
*(Required: Check only one)*

**5  
0** **Attribute deleted as part of an Addendum**

**5  
1** **Attribute deleted as part of an Addendum**

5  
2 **Attribute deleted as part of an Addendum**

5  
3 **Attribute deleted as part of an Addendum**

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4 **Classroom Video Short clip Footages**  
<http://www.youtube.com/@SouthSanISDProcurement/videos>

(Required: Enter URL)

## 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*



**SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
1450 GILLETTE BLVD  
SAN ANTONIO, TX 78242  
PURCHASING OFFICE  
(210) 977-7025**

To Whom It May Concern:

Thank you for your consideration of Request for Qualifications (**RFQ**) #2023-02 **FURNITURE CONSULTING AND INSTALLATION SERVICES**. The District understands and appreciates all of the efforts undertaken in the preparation and submission of your qualifications.

It is the intent of this administration to conduct a fair and impartial evaluation of all submitted qualifications. The District requests that no efforts be undertaken by vendors to independently contact the District's evaluation team for this RFQ with the purpose of seeking an unfair advantage.

As a matter of fairness, this is necessary in order to provide due and proper consideration to each and every submittal.

**Bid Solicitation Date Details**

**Non-Mandatory Pre-Proposal Conference**

**Location:** South San Antonio ISD Administration Building  
1450 Gillette Blvd  
San Antonio, Texas 78224  
**Date/Time:** Tuesday, November 29, 2022 | 2:00pm CST

**Vendor Questions Due:** Wednesday, November 30, 2022 | 2:00 pm CST  
(Submit questions via email [victoria.cantu@southsanisd.net](mailto:victoria.cantu@southsanisd.net))

**Addendum Post Date:** (Inowave) Monday, Dec 5, 2022 5:00 pm CST

**Opening:** Friday, December 9, 2022 | 2:00 pm CST  
(Optional attendance) Virtual Meeting will be held through Google Meeting) see invitation/instructions below

To join the **Bid Opening** video meeting,

**Google Meet** joining info

Video call link: <https://meet.google.com/ugd-qbbi-ygg>

Or dial: (US) +1 402-625-0815 PIN: 200 801 508#

More phone numbers: <https://tel.meet/ugd-qbbi-ygg?pin=6108872339410>





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1450 GILLETTE BLVD  
SAN ANTONIO, TX 78242  
PURCHASING OFFICE  
(210) 977-7025**

## **I. Project Description**

The South San Antonio Independent School District (District) and the Head Start program is intending to replace classroom furniture in 16 classrooms. **The District is seeking a furniture consultant with installation services to provide a turn-key solution with regards to furnishing the 16 Head Start classrooms.** The District is seeking development of specific furniture standards in consultation with the Purchasing Office, the Head Start Director, and the Head Start Furniture Committee. The consultant will assist with development of furniture layouts, infrastructure requirements (as related to furniture), procurement strategies and specifications, delivery schedules, product submittal review, installation coordination, installation, inspection, and project close-out.

## **II. Furniture Consulting and Installation Services to be provided:**

The Furniture Consultant and Installation Services, as a minimum, shall undertake the following responsibilities:

1. Inventory existing furniture to be re-used by the Head Start Classrooms.
2. Develop furniture standards:
  - a. 16 Head Start Classrooms for furniture product procurement
  - b. Provide cost estimates and comparisons to help the District come to appropriate decisions.
  - c. Schedule, attend, and provide minutes for all meetings necessary to accomplish the tasks noted above.
3. Review campus layouts and delivery locations.
  - a. Verify conformance with District school furniture standards.
  - b. Data/electrical points to best facilitate furniture installations within the general parameters of the architectural floor plans.
  - c. Develop cost estimates based on classroom layouts.



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- d. Schedule, attend, and provide minutes for all meetings necessary to accomplish the tasks noted above.
4. Develop bid documents for product procurement.
- a. Create project(s) specific specifications and bid documents/furniture purchase lists for product procurement.
  - b. Develop phasing plans and schedules for product installation.
  - c. Develop cost estimates to procure all furniture for each project(s).
  - d. Install all furniture and remove all packing (trash) off site.
  - e. Schedule, attend, and provide minutes for all meetings necessary to accomplish the tasks noted above.
5. Coordinate and provide oversight during bidding, purchasing, fabrication (if on-site), delivery and installation of furniture.
- a. Coordinate with the Purchasing Director, Head Start Director, and Campus Principal to ensure timely bid, purchasing, fabrication, delivery, and installation in relation to actual construction progress and schedule.
  - b. Create and monitor purchasing and installation schedules.
  - c. Review and approve product submittals.
  - d. Confirm deliveries and proper installation on site per contract requirements and prepare Punch list.
  - e. Receive and review the operations and maintenance (O&M) manuals submitted by the vendors.
  - f. Follow up on repair or replacement of Punch list items or undelivered product.



**SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
1450 GILLETTE BLVD  
SAN ANTONIO, TX 78242  
PURCHASING OFFICE  
(210) 977-7025**

### **III. Submission of RFQ Response(s)**

To be considered by the Selection Committee, Respondents must submit a written response(s) to this RFQ which addresses each and all of the requirements of this RFQ. It is mandatory that responses to this RFQ be submitted using the Ionwave system.

The District will reject summarily as Non-Responsive any RFQ response which is submitted after the date/time set forth above or which is considered by the District in sole and absolute discretion as Non-Responsive to material requirements of the RFQ. The District reserves the right to cancel or amend this RFQ by issuance of written addenda. If addenda to this RFQ are issued, Respondents must acknowledge receipt of addenda in their RFQ responses and RFQ responses must address materials/requirements relating to this RFQ as described in addenda issued by the District. Failure to acknowledge and respond to any addenda issued by the District may render the Respondent's RFQ submittal to be deemed Non-responsive and it may be rejected. All materials submitted to the District will become the property of the District and will not be returned.

### **IV. Qualifications**

When submitted, the complete statement of qualifications must be comprised of the three (3) sections that include and address each of the qualifications noted below. Submittals are to provide the information required below, referencing the same section headings and section numbering as indicated. A specific response is required to each of the following sections.



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**Section 1**

**Letter of Introduction**

Provide a letter of introduction signed by an authorized officer of the organization. If submitting as a team, note which team is the prime consultant or lead joint venture partner (if applicable).

Note individual leading the “Furniture Consulting” team.

In responding to Sections 2, and 3 below, Respondent should communicate its qualifications by making specific reference to those services identified in Section II “Furniture Consulting and Installation Services to be provided” as a minimum criteria of this RFQ.

**Section 2**

**Project Team Qualifications**

1. Identify the following members within the firm and provide their resumes with qualifications especially as it relates to Furniture Consulting and Installation Services. Resumes are not considered part of the 30 page limitation required of submitted proposals. Resumes are to be no longer than 1 single-sided page
  - a. Principal-in-charge
  - b. Project Manager
2. List company or individual team members experience in providing same services. Include name of projects, client, city, and state.
3. Certification that the “furniture consultant or firm” is legally permitted or licensed to conduct business in the State of Texas
4. Identify any proposed sub consultants. List license numbers and dates as well as business addresses, phone numbers and fax numbers. Include resumes and related experience for appropriate members of these firms.
5. Provide a statement regarding the individual or firms understanding of the State of Texas’ procurement procedures as it applies to the Education Code.



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**Section 3**

**Resources**

Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner. Explain the firm's technical capabilities in the following areas:

1. Software proposed to be used to produce the deliverables for the project and the ability to provide the District with electronic files.
2. Quality control / assurance procedures.
3. Experience working with Texas school districts.
4. Ability to provide a Performance & Payment Bonds or Irrevocable Letter of Credit
5. List vendors, dealers and or manufacturing companies your firm has a working relationship with in regards to this project.
6. List purchasing cooperatives (if any) your firm is associated with.

**V. Compensation**

Following the qualifications-based selection process, the District will request the firm to provide a fee structure for all or part of the specific services delineated in Section II (Furniture Consulting and Installation to be provided). The selected firms must provide a fee based on one or more of the following: by the hour, flat fee, cost plus fee, percentage based fee, and or percentage of square foot fee.

If fee negotiations with any firm deemed most qualified for the project, based on the firm(s) SOQ, and interviews if conducted, are not successful, the District will then seek to negotiate and execute a contract with the next qualified firm.



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## **VI. Selection of Furniture Consulting and Installation Services**

The process of firm selection(s) for Furniture Consulting and Installation Services is based upon the complete responsiveness of the submittal. Submitted qualifications will then be subsequently reviewed by the District. Subject to the District's express reservation of rights to modify the selection process, the selection process anticipated by the District will consist of the following:

1. Qualifications received will be reviewed for responsiveness. Respondents whose submittals are deemed Non-Responsive will be notified accordingly by mail.
2. Based upon a review of qualifications, a rank ordered "short-list" of qualified firms will be determined for a specific project.
3. If deemed necessary, ranked short-listed firms may be requested to make oral presentations of the firm's qualifications for a specific project.

The Review Committee will then recommend the highest ranked firm to the Board of Trustees for approval as the Furniture Consulting and Installation Services provider. Recommendations by the Review Committee for the selection of a Furniture Consulting and Installation Services provider will be based upon the ability of the provider to achieve the District's objectives and demonstrated competence and qualifications to perform the basic services at a fair and reasonable price to the District. The recommendation by the Review Committee is not binding on the District. Formal award of any Furniture Consulting and Installation Services Agreement will only be affected after the District Board of Trustees has formally approved of such award. The District reserves the right to waive minor irregularities in the solicitation process. The District may award one or more Consultant Contract, or no Consultant Contracts, as a result of this Request for Qualifications.

## **VII. Evaluation, Acceptance of Statements of Qualification and Award**

The District retains the sole discretion to determine issues of compliance and to determine whether a submitted RFQ is responsive, responsible and qualified. The District's Review Committee will utilize several evaluation criteria but will be primarily focused on the Respondents' information provided in Qualification portion in Section 1, 2, and 3 of this RFQ.



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The District reserves the right to reject any and all RFQs, to amend the RFQ and the RFQ process, and to discontinue or re-open the process at any time. The RFQs will be evaluated based on each Respondent's qualifications, and relevant experience.

As the basis of award the District intends to utilize the determination of "best qualified to provide the required services." There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this RFQ.

**RFQ 2023-02 Furniture Consulting & Installation Services  
Final Scoring Summary**

Supplier	Rank	Score	Purchase Price	Reputation of the Vendor's Goods or Services	Quality of the Vendor's Goods or Services	Extent to which the Goods or Services Meets the District's Needs	Vendor's Past Relationship with the District	References	SWMBE Certifications	The total cost to the District to acquire the vendor's goods or services	Value added incentives beneficial to the District.	100
												30
Alamo Classroom Solutions	1	95.67	28	10	10	19	5	5	6	4	9	
National Educational Systems	2	80.67	27	9	8	11	4	5	6	3	8	
Gateway Printing & Office Supp	3	64.67	3	9	9	18	5	5	2	4	9	
School Specialty LLC	4	64.33	3	9	10	18	5	5	3	4	8	
Indeco Sales	5	56.00	3	7	8	17	3	4	2	4	8	
		<b>72.27</b>	<b>13.00</b>	<b>8.80</b>	<b>8.87</b>	<b>16.73</b>	<b>4.40</b>	<b>4.60</b>	<b>3.87</b>	<b>3.53</b>	<b>8.47</b>	

**Evaluators**

Evaluator
Herrera, Rebecca
Martinez, Elizabeth
Rocha, Andy

**Recommended Vendor: Alamo Classroom Solutions**





## RFQ 2023-02 Furniture Consulting & Installation Service

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### Project Timeline

November 11, 2022	- 1st advertisement	
November 18, 2022	- 2nd advertisement	
November 29, 2022 2:00 pm	- Pre-Bid Meeting	
November 30, 2022 2:00 pm	- Vendor Questions due	
December 5, 2022 5:00 pm	- Addendum due	
<b>December 9, 2022 2:00 pm</b>	<b>- Bid Opening Google Meet</b>	<b>ATTENDANCE OPTIONAL</b>
February 2, 2023	<b>- Evaluation Meeting</b>  (Requestor/Committee Reviews proposals)	<b>MANDATORY ATTENDANCE</b>
February 15, 2023	- SSAISD Board Meeting	

Alamo Classroom Solutions  
14044 Nacodoches Rd  
Suite # 103  
San Antonio TX 78247  
(210) 314-1057  
[www.alamocrsolutions.com](http://www.alamocrsolutions.com)

December 8, 2022

Ms. Victoria Cantu & Mrs. Rebecca Herrera  
South San Antonio ISD

**Reference:** Introduction Letter Alamo Classroom Solutions

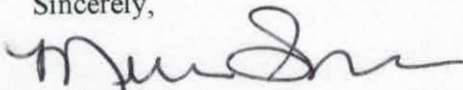
Dear Ms Cantu and Mrs. Herrera,

My name is Miriam Guzman and I am the founder and owner of Alamo Classroom Solutions. We are a local HUB Certified and Minority Women-Owned company who has more than 20 years of experience in Early Childhood Education and K-12 classrooms. I have provided classroom furniture and education products to many school districts including South San ISD for many years.

We are very familiar with your school, the needs in a Head Start classroom and the implementation of Frog Street curriculum. We have a team with Head Start experience in both classroom and curriculum implementation. We also pride ourselves in providing the best customer service with turnkey delivery and installation (See references attached). Just like our name says, we provide classroom solutions to the schools. We understand the importance that a classroom environment can improve a child's behavior and increase Teacher's morale. At Alamo Classroom Solutions our goal is to make sure the students get age appropriate furniture and school get quality furniture that will last for many years. I will have my best and experienced Head Start experts Mary Doxie and Helen Lopez who combined have more than 40 years of experience in the classroom and supervising Head Start centers. We ask that you consider our proposal because we are knowledgeable in both Head Start classroom furniture and instruction materials. We are local, we are familiar with your schools, we understand the needs of these classrooms, we have the experience in this task and we can easily coordinate this project successfully making these classrooms the jewel of each elementary school.

I thank you for your time and I look forward to hear from. I can be reached at (210) 473-1585 or [mguzman@alamocrsolutions.com](mailto:mguzman@alamocrsolutions.com).

Sincerely,



Miriam Guzman  
President/Owner  
Alamo Classroom Solutions



## 2023-02 Addendum 1

### Alamo Classroom Solutions

### PDG Industries LLC

### Supplier Response

#### Event Information

Number: 2023-02 Addendum 1  
Title: Furniture Consulting and Installation Services  
Type: Request for Qualifications  
Issue Date: 11/11/2022  
Deadline: 12/9/2022 02:00 PM (CT)  
Notes: The South San Antonio Independent School District (“SSAISD” and/or the “District”) is soliciting request for qualifications for Furniture Consulting and Installation Services as more fully set out in this Request for Qualifications (“RFQ”).

Online submittals of bid proposals is highly encouraged as this helps to expedite the process and alleviate potential errors. Manual bids will be accepted by the close date and time mentioned in the proposal.

**NO Emailed or Faxed proposals will be accepted.**

## Contact Information

Contact: Victoria Cantu

Address: Procurement Office

1450 Gillette Blvd.

San Antonio, TX 78224

Email: victoria.cantu@southsanisd.net

## Alamo Classroom Solutions Information

Contact: Miriam Guzman  
Address: 14044 Nacogdoches Rd  
Suite#103  
San Antonio, TX 78247  
Phone: (210) 314-1057  
Fax: (844) 269-7776  
Email: mguzman@alamocrsolutions.com  
Web Address: www.alamocrsolutions.com

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

Miriam Guzman

*Signature*

Submitted at 12/9/2022 01:49:52 PM (CT)

mguzman@alamocrsolutions.com

*Email*

## Supplier Note

Alamo Classroom Solutions is creditworthy and will provide a bond for amount of project value 1 week after awarded

## Requested Attachments

### Conflict of Interest Questionnaire

Alamo CIQ.PDF

Please complete the Conflict of Interest Questionnaire, located on the Attachments tab, and upload the document here.

### W9

Alamo W-9.PDF

### Section I Responses

Section 1 Alamo.PDF

Please review the RFQ bid document in attachments section, please upload your firms bid response to section I as a PDF.

### Section II Responses

Section 2 Alamo.PDF

Please review the RFQ bid document in attachments section, please upload your firms bid response to section II as a PDF.

### Section III Responses

Section 3.PDF

Please review the RFQ bid document in attachments section, please upload your firms bid response to section III as a PDF.

## Response Attachments

### Addendum #1 - Alamo.PDF

Addendum #1

### Alamo 1295.PDF

1295

### Alamo Classroom Estimated Proposal Budget.pdf

Estimated Budget for Head Start Classrooms

### HUB, Insurance, Good Standing in Texas.PDF

HUB, Insurance, Good Standing

# Bid Attributes

1	<b>Introduction</b> <p>There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Bid Attributes**</p>
2	<b>South San Antonio ISD Terms and Conditions</b> <p>South San Antonio ISD Terms and Conditions are provided in an attachment to the proposal. Please check if you agree or disagree to the terms and conditions of this proposal. This is your electronic signature.</p> <input data-bbox="110 449 305 489" type="text" value="Agree"/>
3	<b>Submission Response</b> <p>South San Antonio ISD prefers responses to be submitted online via our electronic system. Submissions may be submitted manually. Manual submissions must be delivered to the Procurement and Contracts office, in a sealed envelope by the date and time stated in this bid event. No fax or email submissions will be accepted. Only one format is needed. Manual submission shall consist of one (1) original hard copy and one (1) electronic flash drive. For any questions, please contact the ___South San Antonio ISD Purchasing Office at ###.</p>
4	<b>Communications Statement</b> <p>Contact between vendors and South San Antonio ISD personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact _South San Antonio ISD personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.</p>
5	<b>Attachments Required</b> <p>Be sure to upload all required documents and forms to the "Response Attachments" tab of this bid event.</p>
6	<b>Proposal Opening</b> <p>Any proposal received later than the specified time, whether delivered in person or by any other method shall be disqualified. Any questions pertaining to the proposal procedures should be addressed to the Purchasing Office at South San AntonioSouth San Antonio.</p> <p>If the District office location where bids/proposals are to be submitted is closed due to inclement weather, natural disaster, or for any other cause including if the electronic bid system is unavailable on the due date, the deadline for submission shall be extended until the next District calendar business day, unless the bidder is otherwise notified by the District. The time of day for submission shall remain the same.</p>
7	<b>Section 2</b> <p style="text-align: center;"><b>PROPOSAL REQUIREMENTS</b> The following items require an answer</p>

**8 Anti-Trust Certification**

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this agreement/contract/proposal on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus & Comm. Code Chapter 15;
3. In connection with this Proposal, neither I nor any representative of the Company have violated any federal antitrust law; and
4. Neither I nor any representative of the Company have directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

I affirm. (I affirm.)

**9 Felony Conviction Notice**

Texas Education Code, Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "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 the termination of the contract." Is your firm owned or operated by anyone who has been convicted of a felony?

No

**10 Felony Conviction Details**

If your firm is owned or operated by anyone who has been convicted of a felony, please list their name and the details of the conviction. If not applicable, please enter N/A (not applicable).

N/A

**11 Criminal Background Check Requirement**

If an employee of a contractor is covered under SB 9, the contractor must bear the burden of obtaining a national, fingerprint-based criminal history check. Under Section 22.0834 of the Education Code, the contractor is then required to certify to the district that the criminal history check has been performed. The contractor, not the district, is responsible for contacting DPS directly to set up an account for the purposes of obtaining criminal history record information. Under the statute SB 9, a contractor is required to conduct a criminal history review on an employee only when the following criteria have been met: \*The employer has contracted with district to provide services. \*The particular employee will have continuing duties relating to the contract with the district. \* The particular employee will have contact with students. A contractor or sub-contractor may not work on District property or any location the District deems a place where students are regularly present when \*they have been convicted of a felony or misdemeanor involving moral turpitude, as defined by Texas law or any other offense the District believes might compromise the safety of student, staff or property.

A Proposer's violation of this section shall constitute substantial failure. If the Proposer is the person or owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review, and must submit original evidence acceptable to the district with this Agreement showing compliance. Possession of fire arms, alcohol and/or drugs, even in vehicles, is strictly prohibited on school/district property. The use of tobacco products are not allowed on school district property. ~~~This is your electronic signature.

Agree

**1**  
**2** **Bidder's Certification**

Texas Government Code Chapter 2252 relates to bids by nonresident contractors. The pertinent portions of the Act are as follows: Section 2252.001(3) "Nonresident bidder" refers to a person who is not a resident. Section 2252.001(4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state. Section 2252.002, as amended by H.B. 3648, 83rd Legislature (2013 Regular Session): "AWARD OF CONTRACT TO NONRESIDENT BIDDER. A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the greater of the following:

(1) the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located; or

(2) the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which a majority of the manufacturing relating to the contract will be performed." Section 2252.002, as amended by H.B. 1050, 83rd Legislature (2013 Regular Session): "AWARD OF CONTRACT TO NONRESIDENT BIDDER: A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in:

(1) the state in which the nonresident's principal place of business is located; or

(2) a state in which the nonresident is a resident manufacturer." ~~~ Is the vendor a Resident Bidder of Texas as defined in Texas Government Code Section 2252.001(4)?

Please indicate the status of your company as a "resident" proposer or "nonresident" proposer under these definitions.

My company is a Resident Proposer

**1**  
**3** **Non-resident Bidder's Certification**

Non-resident Bidder of Texas as defined in Texas Government Code Section 2252.001(3) ~~~ If your firm is not a Resident Bidder of Texas as defined in Texas Government Code Section 2252.001(4), indicate your firm's principal place of business City and State. If not applicable, please enter N/A (not applicable).

N/A

**1**  
**4** **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 South San Antonio\_ Independent School District?

No



**1  
5** **Anti-Collusion Statement**

I affirm that I am duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

I agree. (I agree.)

**1  
6** **Debarment or Suspension Certification**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of good or services equal to or in excess of \$100,000. Vendors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

(I) Certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency under the Federal OMB, A-102, common rule.

Failure to certify will render bidder non-responsive and will not be considered for award.

**1  
7** **No Israel Boycott Certification**

Effective September 1, 2017, a Texas governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract. (TEX. GOV'T CODE Ch. 2270)

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. TEX. GOV'T CODE §808.001(1)

Vendor certifies that they do not boycott Israel, will not boycott Israel during the term of this Agreement, and are in compliance with Section 2270.002 of the Texas Government Code.

Agree (Agree)

**1  
8** **No Excluded Nation or Foreign Terrorist Organization Certification**

Effective September 1, 2017, Chapter 2252 of the Texas Government Code provides that a Texas governmental entity may not enter into a contract with a company engaged in active business operations with Sudan, Iran, or a foreign terrorist organization - specifically, any company identified on a list prepared and maintained by the Texas Comptroller under Texas Government Code §§806.051, 807.051, or 2252.153. (A company that the U.S. Government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, Iran, or any other federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition.)

Vendor certifies that they do not support foreign terrorist organizations and are in compliance with Sections 2252.152-154 of the Texas Government Code.

Agree (Agree)

**1**  
**9** **Form 1295 - Certificate of Interested Parties**

Pursuant HB 1295, the addition of section 2252.908 of the Government Code, all awarded vendors must fill out electronically, with the Texas Ethics Commission's online filing application.

[www.ethics.state.tx.us.whatsnew/elf\\_info\\_form1295.htm](http://www.ethics.state.tx.us.whatsnew/elf_info_form1295.htm)

The law states that a governmental entity or state may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental or state agency. The Texas Ethics Commission has adopted rules requiring the business to file Form 1295 electronically with the Commission. This form must then be signed and attached in the "Response Attachments" tab of this bid event, prior to any business transaction.

Please note the following:

Box 2: Please enter South San Antonio\_ ISD

Box 3: Please use South San Antonio\_\_ ISD's solicitation (bid) number **RFP# South San Antonio** as the identification number being requested and the contract name as description of goods or services.

A **new** form must be completed upon each renewal.

Please acknowledge that you have read and understand that the district may not do business with your company without the submittal of this form.

**2**  
**0** **Vendor Employment Certification**

For the 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 vendors ultimate parent company or majority owner;

1) Has its principal place of business in the State of Texas;

**OR**

2) employs at least 500 persons in Texas.

**If you are not a Texas based business, do you have more than 500 employees in Texas?**

**2**  
**1** **No Deviations or Exceptions**

I certify that there are NO deviations or exceptions from the attached specific terms, conditions, and specifications.

**2**  
**2** **Deviations and Exceptions**

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below. If none, please enter N/A (Not Applicable).

2 3	<b>Educational Cooperatives</b> Do you belong to any of the following cooperatives? <input checked="" type="checkbox"/> BuyBoard (BuyBoard) <input type="checkbox"/> Goodbuy (Goodbuy) <input type="checkbox"/> TIPS (TIPS) <input type="checkbox"/> None apply (None apply)
--------	---

2 4	<b>Purchasing Cooperative</b> Has your company been awarded a purchasing cooperative contract? If yes, please list the names of the Cooperatives and the contract numbers you have with each. If none, please enter N/A (not applicable). <input type="text" value="BuyBoard contract # 667-22 Furniture for Schools, Office and Library"/>
--------	---

2 5	<b>Section Break</b> <p style="text-align: center;"><b>VENDOR REFERENCES</b></p>
--------	---

2 6	<b>References</b> List multiple references and prior experience; preferably with other governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each agency:
--------	--

2 7	<b>Reference 1</b> Reference 1
--------	-----------------------------------

2 8	<b>Reference #1 Company Name</b> <input type="text" value="San Antonio ISD"/>
--------	--

2 9	<b>Reference #1 Contact Person</b> <input type="text" value="Edward Romero Director of Operations Business Services"/>
--------	---

3 0	<b>Reference #1 Business Address</b> Enter Street address, city, state, zip code <input type="text" value="1270 W. Summit Ave., San Antonio, TX 78201"/>
--------	--

3 1	<b>Reference #1 Business Phone Number</b> <input type="text" value="(210) 279-2636"/>
--------	--

3 2	<b>Reference #1 Email</b> <input type="text" value="EROMERO2@saisd.net"/>
--------	--

3 3	<b>Reference #1 Description of Services Performed and Dates of Service</b> Describe the services performed and provide the beginning and completion dates of the project. <input type="text" value="Furniture awarded on numerous occasions, provided turnkey installation on our projects"/>
--------	---

3 4	<b>Reference 2</b> Reference 2
--------	-----------------------------------

3 5	<b>Reference #2 Company Name</b> <input type="text" value="Somerset ISD"/>
--------	---

<b>36</b>	<b>Reference #2 Contact Person</b> Dr. Ramiro Nave, Assistant Superintendent
<b>37</b>	<b>Reference #2 Business Address</b> Enter street address, city, state, zip code. 7791 6th Street , Somerset TX 78069
<b>38</b>	<b>Reference #2 Business Phone Number</b> (210) 422-5686
<b>39</b>	<b>Reference #2 Email Address</b> Ramiro.nava@sisd12.net
<b>40</b>	<b>Reference #2 Description of Services Performed and Dates of Service</b> Describe the services performed and provide the beginning and completion dates of the project. Furniture and installed turn key installation this summer for 30 classrooms
<b>41</b>	<b>Reference #3</b> <b>Reference #3</b>
<b>42</b>	<b>Reference #3 Company Name</b> Pearsall ISD
<b>43</b>	<b>Reference #3 Contact Person</b> Dr. Norbert Rodriguez , Super Intendent
<b>44</b>	<b>Reference #3 Business Address</b> Enter street address, city, state, zip code. Turn Key furniture projects for 3 campus
<b>45</b>	<b>Reference #3 Business Phone Number</b> (830) 334-1467
<b>46</b>	<b>Reference #3 Email Address</b> norbert.rodriguez@pearsallisd.org
<b>47</b>	<b>Reference #3 Description of Services Performed and Dates of Service</b> Describe the services performed and provide the beginning and completion dates of the project. Turn Key Installation for 3 school and more than 30 classrooms.

4 8	<b>Additional References</b> <b>Additional References</b>  Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.  Be sure to include the following information:  Reference Company Name Reference Contact Person Reference Business Address (street, city, state, zip) Reference Business Phone Number Reference Email Address Description of Services Performed and Dates of Service
--------	---

4 9	<b>RFQ Bid Document Acknowledgement</b> Please acknowledge that you have read the RFQ 2023-02 Furniture Consulting and Installation Services bid document in the attachments section. <input type="text" value="Yes"/>
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5 0	<b><i>Attribute deleted as part of an Addendum</i></b>
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5 1	<b><i>Attribute deleted as part of an Addendum</i></b>
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5 2	<b><i>Attribute deleted as part of an Addendum</i></b>
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5 3	<b><i>Attribute deleted as part of an Addendum</i></b>
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5 4	<b>Classroom Video Short clip Footages</b> <a href="http://www.youtube.com/@SouthSanISDProcurement/videos">http://www.youtube.com/@SouthSanISDProcurement/videos</a> <input type="text" value="Yes reviewed video also note lack of instructional material missing"/>
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## Alamo Classroom Estimated Proposal Budget

Dear Mrs. Victoria Cantu,

Based on the needs here is an estimated proposal. We cannot be precise of the dollar amount until we actually do an inventory of each classroom. We do have a list of furniture and classroom material needed to correlate with the curriculum Frog Street. We have many years of experience and in our proposal, we will make sure after delivery the classroom are set up ready for teachers to come in and work. If awarded the bid we can do the inventory and consultation at no extra fee. The consultation and the inventory will be done by staff with more than 45 years of experience in Head Start inspection safety and healthy environments for head start programs. These experience staff will make sure the head start classrooms are in healthy and safe compliance according to both head start guide lines and following the Frog Street curriculum. (Resumes were attached in Section 2)

1. **Consultation, inventory, evaluation and creation of proposal per each classroom and layouts.**

If furniture project is awarded to Alamo Classroom Solutions, this fee will be waived no extra cost to South San ISD.

2. **Furniture Classroom could range from \$14,000 - \$18,000** per each room but it depends of how furniture is reusable.

**16 Classroom estimated budget \$224,000 - \$288,000**

3. **Instructional Materials per each classroom \$2500- \$ 4800** Also depending how much instructional materials they currently have or do they need to replenish them.

**16 Classrooms estimated budget for instructional materials based on Frog Street curriculum \$40,000 –\$ 76,800**

4. **Freight trucks** with lift gate dedicated loads to prevent damage.  
**\$ 14,000 – \$20,000**

5. **Installation Estimate \$7000- \$10,000**

**CMBL/HUB Vendor Detail**

<b>Vendor ID / Vendor Number</b>	1812567717100 / 499312
<b>Vendor Name</b>	PDG Industries, LLC
<b>Vendor Address</b>	PO Box 33295 San Antonio, TX 78265-3295 USA
<b>County</b>	BEXAR
<b>Contact</b>	Miriam Guzman
<b>Phone/Fax</b>	210-204-4117 / 844-269-7776
<b>Email Address</b>	<a href="mailto:pguzman@alamocrsolutions.com">pguzman@alamocrsolutions.com</a>
<b>Website</b>	<a href="http://www.alamocrsolutions.com">http://www.alamocrsolutions.com</a>
<b>Business Description</b>	Office Supplies and Stationery Stores, Furniture Stores, Office Supplies and Stationery Stores
<b>Business Category</b>	<u>Commodities Wholesaler/Reseller (07)</u>
<b>Small Business</b>	<u>Y</u>
<b>Service Disabled Veteran</b>	<u>No</u>
<b>CMBL Status</b>	<u>Inactive ( F -Deleted for non-payment of annual fee )</u>
<b>Date Removed From CMBL</b>	07-FEB-2020
<b>HUB Status</b>	<u>Active Bidder ( A-Approved; Active Texas certified HUB )</u>
<b>HUB Expires</b>	31-AUG-2024
<b>HUB Eligibility</b>	<u>HI ( Hispanic American )</u>
<b>HUB Gender</b>	<u>E</u>
	Commodity items shown above are available for district(s) 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

December 7, 2022

South San ISD  
1450 GILLETTE BLVD  
SAN ANTONIO TX 78224-2100

**Account Information:**

<b>Policy Holder Details :</b>	<b>PDG Industries LLC DBA Alamo Classroom Solutions</b>
--------------------------------	---



**Contact Us**

**Need Help?**

Start a live chat online or call us at  
(866) 467-8730.

We're here weekdays from 8:00 AM to  
8:00 PM ET.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> NEWTEK INSURANCE AGENCY LLC 12128344 1981 MARCUS AVENUE SUITE 130 LAKE SUCCESS NY 11042	<b>CONTACT NAME:</b>	
	PHONE (866) 380-7007	FAX
	(A/C, No, Ext):	(A/C, No):
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	INSURER A: Sentinel Insurance Company Ltd. <span style="float: right;">NAIC# 11000</span>	
<b>INSURED</b> PDG INDUSTRIES LLC DBA ALAMO CLASSROOM SOLUTIONS 14044 NACOGDOCHES RD STE 103 SAN ANTONIO TX 78247	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY	X		12 SBM IR7801	09/13/2022	09/13/2023	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						GENERAL AGGREGATE	\$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000
A	AUTOMOBILE LIABILITY			12 SBM IR7801	09/13/2022	09/13/2023	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	
	DED RETENTION \$							
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	EMPLOYMENT PRACTICES LIABILITY			12 SBM IR7801	09/13/2022	09/13/2023	Each Claim Limit	\$10,000
							Aggregate Limit	\$10,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008, attached to this policy. RE: Job Description/Contract Number: RFQ# 2023-02

<b>CERTIFICATE HOLDER</b> South San ISD 1450 GILLETTE BLVD SAN ANTONIO TX 78224-2100	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Susan L. Castaneda</i>

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/07/2022

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**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AUTOMATIC DATA PROCESSING INS AGCY 76250871 1 ADP BLVD M/S 625 ROSELAND NJ 07068	<b>CONTACT NAME:</b>	
	PHONE (800) 524-7024	FAX (A/C, No):
	E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	INSURER A : Hartford Casualty Insurance Company	
	NAIC# 29424	
<b>INSURED</b> PDG INDUSTRIES LLC DBA ALAMO CLASSROOM SOLUTIONS 14044 NACOGDOCHES RD STE 103 SAN ANTONIO TX 78247	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	<b>UMBRELLA LIAB EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE AGGREGATE	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/>	N/A	76 WEG AK4ZMJ	02/19/2022	02/19/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE -EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**

South San ISD  
 1450 GILLETTE BLVD  
 SAN ANTONIO TX 78224-2100

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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## Franchise Tax Account Status

As of : 12/09/2022 13:36:20

This page is valid for most business transactions but is not sufficient for filings with the Secretary of State

<b>PDG INDUSTRIES, LLC</b>	
<b>Texas Taxpayer Number</b>	32060280214
<b>Mailing Address</b>	PO BOX 33295 SAN ANTONIO, TX 78265-3295
<b>Right to Transact Business in Texas</b>	ACTIVE
<b>State of Formation</b>	TX
<b>Effective SOS Registration Date</b>	04/15/2016
<b>Texas SOS File Number</b>	0802444355
<b>Registered Agent Name</b>	MIRIAM G GUZMAN
<b>Registered Office Street Address</b>	626 WEATHERLY DR. SAN ANTONIO, TX 78239

## Section 2

### **Alamo Classroom Solutions Project Team & Qualifications**

Principal in Charge is Miriam Guzman who alone with 3 of her staff will visit the 16 classrooms to do the assessments and inventory.

Helen Lopez, will also be part of the team visiting in person 16 of the classrooms and providing her experiences in Head Start. Mrs. Lopez had supervised Staff and Head Start classrooms for more than 19 yrs. Mrs. Lopez, will also be the responsible to set up classrooms according to Street Frog Curriculum ( Resume attached)

Mary Doxie, will also be part of the team visiting in person 16 of the classrooms and providing her many year of experience in assessment and review of the classrooms. Mrs. Doxie also has more than 2 decades of experience in Head Start organization and supervision of classrooms. Mrs. Doxie will also be the responsible to set up classrooms according to Street Frog Curriculum. ( Resume attached)

Joann Ayala, will document and make notes of the classrooms and visit to provide Head Start Director feedback. She will also be present during the installation assisting in the set up of the classrooms.

Mireya Ortiz, will coordinate deliveries and schedule installations ( more than 6 yrs of experience in school installations)

Project Manager Pablo Guzman, In charge of the delivery in the schools and coordinate with purchasing to make sure everything gets installed according to renderings. Mr. Guzman will supervise the installation crew who will have Alamo uniform, and name tags. He will also be on site coordinating with custodians to make sure they use the correct entrance in the school. Prior to delivery, he will also coordinate with the district the removal of the old furniture to bring the new furniture.



### Section 3

1. Software, Word document, excel and google drive, outlook.
2. References list attached below ( List of references ISDs)
3. Ability to Provide Performance Bond ( attached)
4. Manufacture Vendors list.

Jonti Craft  
Carpets for Kids  
Kidstuff Playsystems  
Mooreco  
Wood Designs  
Whitney Brothers  
Melissa & Doug  
Learning Resources  
Crayola  
Pacon  
Mooreco  
Usa Capitol  
Ergo Chairs  
Brand New World  
Scholastics  
Carson Dellosa  
Fleetwood  
Marco Group  
National Public Seating  
CEF  
Diversified wood craft and more

#### **5. List of Cooperatives:**

**BuyBoard Bid # 653-21** Instructional Materials and Classroom Teaching Supplies and Equipment  
**Buy Board Bid # 667-22** Furniture for Schools  
**Region 20 Bid # 21027** General Supplies,  
TIPS Furniture

## **Section 3**

### **Experience Working with Schools**

## **References**

### **South San Antonio ISD Mr. Andy Rocha, Purchasing**

West Campus HS  
Athens El

### **San Antonio ISD Edward Romero, Business Operation**

Young Women Leadership Secondary  
School Hot Well M.S  
Bonahm El

Young Women Leadership Primary  
Gates Elementary  
Joel Harris M.S  
Mary Hupperz El  
Head Start Classrooms

### **Austin ISD Julie Bynum, Purchasing**

Sanchez El  
Blazier El  
Menchaca El  
GoValley El  
Bear Creek El  
T.A Brown El  
Ann Richards MS  
Hills El  
Brentwood El  
Casis El  
Doss El  
Lively MS  
Murchison MS  
Norman Sims El

**Northside ISD**

**Andrea Tena, Purchasing Director**

Mary Hull Elementary  
Sonia Sotomayor High School

**Harlandale ISD**

**Ben Mora, Purchasing Director**

Vestal El  
Wright El  
Carrol Bell  
McCullum HS  
Adams El  
Schulze El

**Somerset ISD**

**Dr. Rene Nave , Assistant Superintendent**

Somerset HS

**Pearsall ISD**

**Dr. Norbert Rodriguez, Superintendent**

Tedd Flores El  
Pearsall JR High  
Pearsall High School

**Southside ISD**

**Joann Garcia, Purchasing**

Mechaca Early Childhood Center  
Losoya M.S  
Southside High School  
Matthey M.S  
Freedom Elementary  
Heritage Elemenatry

**Charter Schools**

Promesa Academy  
Compass Rose Charter School  
Essence Prep School

**El Paso ISD**  
**Olivia Centeno**  
Early Childhood Classrooms

**CDI Head Start**  
**Mr. Elias Lozano**  
Community Development Institute/  
National Interim Management

**Head Start Kids Are First**  
**CEO Aniceto Colunga**  
Centers Eagle Pass,  
Pearsall  
Crystal City and more  
CDI Head Start

**Compensation**

**Flat Fee Inventory Consultation**



## Miriam Guzman

CEO/Owner PDG Industries, LLC dba Alamo Classroom Solutions

<https://www.linkedin.com/in/miriam-guzman-71952218/>

### Experience

*PDG Industries, LLC dba Alamo Classroom Solutions CEO/Owner/ HUB Certified/ Woman Owned*

September 2016 - Present

San Antonio, Texas Area

- Handle day to day operations for the business
- Present furniture solutions to potential clients and existing customer base
- Strong background in early childhood furniture and instructional materials
- Experience working with head start programs in areas for furniture and playgrounds
- Provide staff development training to educators in the area of early childhood
- Established numerous relationships with furniture manufacturers specializing in PreK – HS
- Skilled in Product Presentation, Planning and Implementation Solutions for classroom furniture ranging from early childhood to High School
- Attend networking events and conferences keep up with industry changes and new products
- Train and develop staff
- Have grown my business to over 5 million dollars in sales

### *Choice Partners*

Field Representative

April 2016 - September 2016 (6 months)

San Antonio TX

- Marketing to potential customers to join purchasing cooperative
- Worked booths at events to market
- Established relationships with customers and assisted with any questions or concerns

School Specialty, Inc.

Early Childhood Category Sales Manager

June 2014 - June 2016 (2 years 1 month)

- Responsible to increase sales for the state of Texas
- Managed 4 sales representatives setting sales expectations based on territory
- Assisted with presentations to customers
- Generated of 5 million dollars in business

*Realityworks*

Senior Field Account Manager

July 2012 - June 2014 (2 years)

- Educational Market for vocational programs in school districts
- Generated sales growth in territory that included Texas and New Mexico
- Presented to vocational directors our products and worked booth in educational / trade conferences

*School Specialty Inc.*

Account Manager

2007 - July 2012 (5 years 7 months)

- Educational Market PreK-12, instructional, consumable products and furniture
- Strategy planning sales, product presentations, project management, public relations
- Sales growth in territory for 700k to 4.9 million dollars
- President club winning numerous years

*Kaplan Early Learning Company*

Education Sales Consultant

2003 - 2007 (5 years)

- Sales early childhood products and furniture

- Meet and exceeded sales goal every year
- Increase sales growth in territory to 2 million dollars
- Worked conferences and events in the early childhood space

#### *Management & Training Corporation*

Outreach & Admission Manager 1997 - 2004 (8 years)

San Antonio, Austin, McAllen, Houston TX

- Outreach & Admission Manager of a team of Admission Counselors
- Managed a team and relocated several times to open offices in McAllen
- Built referral system with workforce solutions and other agencies
- Base on my efforts contractor was able to renew multi-million dollar government contract

#### **Education**

Texas State University-San Marcos

Batchelor of Arts

#### **Skills: Sales:**

Management, Staff Development Training, Fluent in Spanish, Presentation

Relationship Building

# Helen Lopez

---

201 West Craig Place  
San Antonio, Texas 78254  
210-683-4498  
hlopez@pcitx.com

- Objective:** Experienced educator in the field of Early Childhood Education offering consulting services to Early Childhood Programs and Early Childhood Educators in the community.
- Qualifications:** Over 46 years of working, knowledge in the field of Education /Training & Curriculum, and extensive background in Federal and State Regulations.
- Education:** Wayland Baptist University, San Antonio, Texas  
Bachelor of Science, Minor in Early Childhood Education
- 2004 to 2014** Parent/Child Incorporated, San Antonio, TX  
**Program Assistant for Training & Professional Development**  
Responsible for planning, developing and implementation of all training to Agency Staff, Parents, Volunteers and Consultants through group sessions, cluster trainings, "naptime trainings", orientation, Pre-Service or Staff Development Conferences. Excellent contractual skills with professional consultants.
- 1999-2004** Parent/Child Incorporated, San Antonio, TX  
**Program Assistant for Child Development/Teacher Mentoring**  
Responsible for the overall administration of the early childhood development services department, including but not limited to ensuring that local, state, and Federal mandates were met.
- 1994-1999** Parent/Child Incorporated, San Antonio, TX  
**Program Assistant for Center Services**  
Responsible for the overall of 25 Centers to include staff, facilities, materials and equipment. Manage purchasing supplies and equipment budget; recommend staff for hire, promotion, demotions, transfers or termination.
- 1983 to 1999** Parent/Child Incorporated, San Antonio, TX  
**Education Coordinator**  
Responsible for providing training/Technical assistance, researching, developing and distributing resources, coordinating with other departments the implementation and integration of services.
- 1979-1983** Parent/Child Incorporated, San Antonio, TX  
**Head Start Teacher**  
Responsible for interpreting, planning and implementing the educational program, developing weekly lesson plans; conducting and documenting classroom observations of children's progress; working with parents.
- Licenses or Certificates:** ITERS Certification/CPR Instructor Certification  
Member of the National Head Start Texas Head Start Association



**MARY DOXIE**  
8822 HAYSTACK RD  
SAN ANTONIO, TX 78254  
210.4645824  
MARYDOXIE75@HOTMAIL.COM

---

## **CAREER SUMMARY**

**Professional** with over 30 plus years' experience. Strong **managerial** and **training** background. Excellent organizational and communication skills, both verbal and written. Experienced in planning and opening Head Start and Early Head Start Centers. Skilled in budget planning and purchasing. Demonstrate the ability to facilitate management presentations. Knowledge of federal and state guidelines.

**Education:** Texas A&M University – Commerce  
Masters in Early Childhood Education  
Wayland Baptist University, San Antonio, Texas  
Bachelor of Science in Occupational Education  
Concentration in Management

## **ACCOMPLISHMENTS**

- ◆ Supervised large groups of staff, work with corporate management.
- ◆ Set up Head Start Classrooms to appropriate age groups
- ◆ Order all furniture and supplies for Head Start Classrooms and Health Services for Head Start
- ◆ Co-Chair large Convention/Conference for Texas Head Start Association
- ◆ Co-Chair large Convention/Conference National Association.
- ◆ Assist in ensuring employee meet training requirements for Head Start Performance Standards and Texas Minimum Standards.
- ◆ Train Center Directors in Minimum Standards and Management.
- ◆ Specialize in Training Center Directors in Minimum Standards and Management.
- ◆ Assist staff better their skills and knowledge in the areas of Mentoring, Customer Service/Family Friendly environments.

## **PROFESSIONAL EXPERIENCE**

### **Work Experience:**

#### **PARENT/CHILD INCORPORATED, San Antonio, TX Nov 1987-Present Head Start/Early Head Start Operations Coordinator (Feb 1993 – Present)**

Maintain the direct day-to-day operations and ERSEA/Family Engagement/Health of the Head Start/Early Head Start Program at Center level. Assume administrative responsibilities for planning, operations, supervision and evaluation of the Center Operations and Content Area Services. Exercise discretion when making independent choices in carrying out policies. Ensuring State and Federal guidelines are followed. Train staff in Management/Head Start Performance Standards/State Minimum Standards.

**Regulatory Compliance Monitor (Aug 1990-Feb 1993)**

Conduct quality assurance audits on source documentation and data entry documentation. Prepare audit reports, which reflect the findings of all audits and coordinate the correction of non-compliance documentation to assure a high level of quality and 100% documentation compliance with funding and Agency guidelines and regulations. Ensure child and family files were maintained at level of compliance at all times.

**Satellite Coordinator (Aug 1989-Aug 1990)**

Responsible the monitoring of the central kitchens to ensure all policies are being carried out. Review Center kitchens and ensure family style meal service was being provided.

**Family Service Worker (Aug 1988-Jan 1989)**

Coordinated, implemented, and evaluated all family service activities to include delivery of support services, preparing a Family Partnership Agreement and case management activities.

**Day Home Monitor (Nov 1987-Aug 1988)**

Monitored the day home nutrition Program review of the menus and checking the appropriate food guidelines in the homes.

**TECHNICAL SKILLS**

PowerPoint, LC Projector (PowerPoint Presentations), Computer Skills, Xerox, Excel, Software

**TRAINING AND CERTIFICATION**

Child Development Associate (CDA) Infant, Toddler and Pre-school  
First Aide/CPR Certified  
CLASS Certified

Member of National Association for the Education of Young Children (NAEYC) Member of National Head Start Association Member of Zero to Three

**PROFESSIONAL AFFILIATIONS**

Texas Head Start Board member

*Member* National Association for the Education of Young Children

*Member* Texas Department of Family and Protective Services

*Member* Transition/Education Advisory Committee *Parent/Child Incorporated*

*Member* Health/Nutrition Advisory Committee *Parent/Child Incorporated*

*Member of* City of San Antonio Head Start Consortium Committee

Member of National Association for the Education of Young Children (NAEYC) Member of National Head Start Association Member of Zero to Three

*Volunteer Activities:* Feed the Homeless, Youth Sunday School Director