

TIPS VENDOR AGREEMENT

Between Library Interiors of Texas, LLC and
(Company Name)

THE INTERLOCAL PURCHASING SYSTEM (TIPS),
a Department of Texas Education Service Center Region 8 for
TIPS RFP 220303 Furniture, Furnishings and Services

General Information

The Vendor Agreement (“Agreement”) made and entered into by and between The Interlocal Purchasing System (hereinafter “TIPS”) a government cooperative purchasing program authorized by the Region 8 Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686 and the TIPS Vendor. This Agreement consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth shall control unless otherwise agreed by the parties in writing and by signature and date on the attachment.

A Purchase Order (“PO”), Agreement or Contract is the TIPS Member’s approval providing the authority to proceed with the negotiated delivery order under the Agreement. Special terms and conditions as agreed between the Vendor and TIPS Member should be added as addendums to the Purchase Order, Agreement or Contract. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some, but not all, of the possible addendums.

Terms and Conditions

Freight

All quotes to Members shall provide a line item for cost for freight or shipping regardless if there is a charge or not. If no charge for freight or shipping, indicate by stating “No Charge”, “\$0”, “included in price” or other similar indication. Otherwise, all shipping, freight or delivery charges shall be passed through to the TIPS Member at cost with no markup and said charges shall be agreed by the TIPS Member unless alternative shipping terms are agreed by TIPS as a result of the proposal award. Shipping method is determined by the vendor and the Member/Customer at the time of the quote/purchase by the Member/Customer and satisfactory shipping methods and costs are agreed upon at that time.

Warranty Conditions

All new supplies equipment and services shall include ***manufacturer's minimum standard warranty*** unless otherwise agreed to in writing. Vendor shall be legally permitted to sell all products offered for sale to TIPS Members if the offering is included in the Request for Proposal (“RFP”) category. All goods proposed and sold shall be new unless clearly stated in writing.

Customer Support

The Vendor shall provide timely and accurate customer support for orders to TIPS Members as agreed by the Parties. Vendors shall respond to such requests within a commercially reasonable time after receipt of the request. If support and/or training is a line item sold or packaged with a sale, support shall be as agreed with the TIPS Member.

Agreements

Agreements for purchase will normally be put into effect by means of a contract, agreement, or purchase order(s) executed by authorized agents of the TIPS Member participating government entities, but other means of placing an order may be used at the Member's discretion. Vendor accepts and understands that when a purchase order or similar purchase document is sent from a customer through TIPS to the Vendor, TIPS is recording the purchase and verifying whether the purchase is within the parameters of the TIPS Contract only. Vendor agrees that TIPS is not a legal party to the purchase order or similar purchase document and TIPS is not responsible for identifying fraud, mistakes, or misrepresentations for the specific order. Vendor agrees that any purchase order or similar purchase document issued from a customer to Vendor, even when processed through TIPS, constitutes a legal contract between the customer and Vendor only. A Vendor that accepts a purchase order or similar purchase document and fulfills an order, even when processed through TIPS, is representing that the vendor has carefully reviewed the purchase order or similar purchase document for legality, authenticity, and accuracy.

Tax exempt status

Most TIPS Members are tax exempt and the related laws and/or regulations of the controlling jurisdiction(s) of the TIPS Member shall apply.

Assignments of Agreements

No assignment of this Agreement may be made without the prior notification of TIPS. Written approval of TIPS shall not be unreasonably withheld. Payment for delivered goods and services can only be made to the awarded Vendor, Vendor designated reseller or vendor assigned company, where permitted by TIPS.

Disclosures

- Vendor and TIPS affirm that they, or any authorized employees or agents, have not given, offered to give, nor intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this Agreement.
- Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with the TIPS program.
- The Vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this Agreement.

Term of Agreement and Renewals

The Agreement with TIPS is for approximately five years with an option for renewal for an additional one consecutive year. If TIPS offers the renewal extension year, the Vendor will be notified by email to the primary contact of the awarded Vendor and shall be deemed accepted by the Vendor unless the awarded Vendor notifies TIPS of its objection to the additional term in writing. TIPS may or may not exercise some or all of the available

extension(s) provided in the original solicitation beyond the base five-year term. Whether or not to offer some or all of the extension is at the sole discretion of TIPS.

“Start Date” for Term Calculation Purposes Only: Regardless of actual award/effective date of Contract, for Agreement “term” calculation purposes only, the Agreement “Start Date” is the last day of the month that “Award Notifications” are anticipated as published in the Solicitation.

Example: *In this example, if the anticipated “Award Date” published in the Solicitation is May 22, 2022, but extended negotiations delay award until June 27, 2022, the end date of the resulting initial “five-year” term, (which is subject to an extension(s)) will still be May 31, 2027 for purposes of this example.*

“Termination Date”: The scheduled Agreement “termination date” shall be the last day of the month of the month of the original solicitation’s anticipated “Award Date” plus five years.

Example: *In this example, if the original term is approximately five years, and the solicitation provides an anticipated award date of May 22, 2022, the expiration date of the original five-year term shall be May 31, 2027 for purposes of this example.*

Extensions: Any extensions of the original term shall begin on the next day after the day the original term expires unless otherwise specified.

Example Following the Previous Example: *In this example, if TIPS offers a one-year extension, the expiration of the extended term shall be May 31, 2028 unless otherwise specified.*

TIPS may offer to extend Vendor Agreements to the fullest extent the original Solicitation permits.

Automatic Renewal Clauses Incorporated in Awarded Vendor Agreements with TIPS Members Resulting from the Solicitation and with the Vendor Named in this Agreement.

No Agreement for goods or services with a TIPS Member by the awarded vendor named in this Agreement that results from the solicitation award named in this Agreement, may incorporate an automatic renewal clause that exceeds month to month terms with which the TIPS Member must comply. All renewal terms incorporated in an Agreement by the vendor with the TIPS Member shall only be valid and enforceable when the vendor receives written confirmation by purchase order, executed Agreement or other written instruction issued by the TIPS Member for any renewal period. The purpose of this clause is to avoid a TIPS Member inadvertently renewing an Agreement during a period in which the governing body of the TIPS Member has not properly appropriated and budgeted the funds to satisfy the Agreement renewal. This term is not negotiable and any Agreement between a TIPS Member and a TIPS awarded vendor with an automatic renewal clause that conflicts with these terms is rendered void and unenforceable.

Shipments

The Vendor shall ship, deliver or provide ordered products or services within a commercially reasonable time after the receipt of the order from the TIPS Member. If a delay in said delivery is anticipated, the Vendor shall notify TIPS Member as to why delivery is delayed and shall provide an estimated time for completion of the order. TIPS or the requesting entity may cancel the order if estimated delivery time is not acceptable or not as agreed by the parties.

Invoices

Each invoice or pay request shall include the Vendor’s TIPS Contract number, the TIPS Member’s purchase

order number or other identifying designation as provided in the order by the TIPS Member. If applicable, the shipment tracking number or pertinent information for verification of TIPS Member receipt shall be made available upon request.

Payments

The TIPS Member will make payments directly to the Vendor, the Vendor Assigned Dealer or as agreed by the Vendor and the TIPS Member after receiving invoice and in compliance with applicable payment statute(s), whichever is the greater time or as otherwise provided by an agreement of the parties.

Pricing

Price increases will be honored according to the terms of the solicitation and vendor proposal. All pricing submitted to TIPS shall include the participation fee, as provided in the solicitation, to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to TIPS Member customer.

Participation Fees and Reporting of Sales to TIPS by Vendor

The Participation Fee that was published as part of the Solicitation and the fee published is the legally effective fee, along with any fee conditions stated in the Solicitation. Collection of the fees by TIPS is required under Texas Government Code §791.011 Et seq. Fees are due on all TIPS purchases reported by either Vendor or Member. Fees are due to TIPS upon payment by the Member to the Vendor, Reseller or Vendor Assigned Dealer. Vendor, Reseller, or Vendor Assigned Dealer agrees that the participation fee is due to TIPS for all Agreement sales immediately upon receipt of payment including partial payment, from the Member Entity and must be paid to TIPS at least on a monthly basis, specifically within 31 calendar days of receipt of payment, if not more frequently, or as otherwise agreed by TIPS in writing and signed by an authorized signatory of TIPS. Thus, when an awarded Vendor, Reseller or Vendor Assigned Dealer receives any amount of payment, even partial payment, for a TIPS sale, the legally effective fee for that amount is immediately due to TIPS from the Vendor and fees due to TIPS should be paid at least on a monthly basis, specifically within 31 calendar days of receipt of payment, if not more frequently.

Reporting of Sales to TIPS by Vendor

Vendor is required to report all sales under the TIPS contract to TIPS. When a public entity initiates a purchase with a TIPS Awarded Vendor, if the Member inquires verbally or in writing whether the Vendor holds a TIPS Contract, it is the duty of the Vendor to verify whether or not the Member is seeking a TIPS purchase. Once verified, the Vendor must include the TIPS Contract number on any communications and related sales documents exchanged with the TIPS Member entity. To report sales, the Vendor must login to the TIPS Vendor Portal online at https://www.tips-usa.com/vendors_form.cfm and click on the PO's and Payments tab. Pages 3-7 of the [Vendor Portal User Guide](#) will walk you through the process of reporting sales to TIPS. Please refer to the TIPS [Accounting FAQ's](#) for more information about reporting sales and if you have further questions, contact the Accounting Team at accounting@tips-usa.com. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement and submitting same to TIPS. Failure to properly report or render the participation fee to TIPS shall constitute a breach of this agreement with our parent governmental entity, Texas Education Service Center Region 8, as established by the Texas legislature and shall be grounds for termination of this agreement and any other agreement held with TIPS and possible legal action. Any overpayment of participation fees to TIPS by a Vendor will be refunded to the Vendor within ninety (90) days of receipt of notification if TIPS receives written notification of the overpayment not later than the expiration of six (6) months from the date of overpayment and TIPS determines that the amount was not legally due to TIPS pursuant to this agreement and applicable law. It is the Vendor's responsibility to identify which sales are TIPS Agreement sales and pay the correct participation fee due for TIPS Agreement sales. Any notification of overpayment received by TIPS after the expiration of six (6) months

from the date of overpayment will be non-refundable. Region 8 ESC and TIPS reserve the right to extend the six (6) month deadline to notify if approved by the Region 8 ESC Board of Directors. TIPS reserves all rights under the law to collect the fees due. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

Indemnity

The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS Member(s), officers and employees from and against all claims and suits by third parties for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and reasonable attorney's fees, arising out of, or resulting from, Vendor's performance under this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Parties found liable shall pay their proportionate share of damages as agreed by the parties or as ordered by a court of competent jurisdiction over the case. **NO LIMITATION OF LIABILITY FOR DAMAGES FOR PERSONAL INJURY OR PROPERTY DAMAGE ARE PERMITTED OR AGREED BY TIPS/ESC REGION 8.** Per Texas Education Code §44.032(f), and pursuant to its requirements only, reasonable Attorney's fees are recoverable by the prevailing party in any dispute resulting in litigation.

State of Texas Franchise Tax

By signature hereon, the Vendor hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

Miscellaneous

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the Agreement or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS or TIPS Members will submit any orders at any time. TIPS reserves the right to request additional proposals for items or services already on Agreement at any time.

Purchase Order Pricing/Product Deviation

If a deviation of pricing/product on a Purchase Order or contract modification occurs between the Vendor and the TIPS Member, TIPS must be notified within five (5) business days of receipt of change order.

Termination for Convenience of TIPS Agreement Only

TIPS reserves the right to terminate this agreement for cause or no cause for convenience with a thirty (30) days prior written notice. Termination for convenience is conditionally required under Federal Regulations 2 CFR part 200 if the customer is using federal funds for the procurement. All purchase orders presented to the Vendor, but not fulfilled by the Vendor, by a TIPS Member prior to the actual termination of this agreement shall be honored at the option of the TIPS Member. The awarded Vendor may terminate the agreement with ninety (90) days prior written notice to TIPS 4845 US Hwy North, Pittsburg, Texas 75686. The vendor will be paid for goods and services delivered prior to the termination provided that the goods and services were delivered in accordance with the terms and conditions of the terminated agreement. This termination clause does not affect the sales agreements executed by the Vendor and the TIPS Member customer pursuant to this agreement. TIPS Members may negotiate a termination for convenience clause that meets the needs of the transaction based on applicable factors, such as funding sources or other needs.

TIPS Member Purchasing Procedures

Usually, purchase orders or their equal are issued by participating TIPS Member to the awarded vendor and should indicate on the order that the purchase is per the applicable TIPS Agreement Number. Orders are typically emailed to TIPS at tipspo@tips-usa.com.

- Awarded Vendor delivers goods/services directly to the participating member.
- Awarded Vendor invoices the participating TIPS Member directly.
- Awarded Vendor receives payment directly from the participating member.
- Fees are due to TIPS upon payment by the Member to the Vendor. Vendor agrees to pay the participation fee to TIPS for all Agreement sales upon receipt of payment including partial payment, from the Member Entity or as otherwise agreed by TIPS in writing and signed by an authorized signatory of TIPS.

Licenses

Awarded Vendor shall maintain, in current status, all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded Vendor. Awarded Vendor shall remain reasonably fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of goods or services under the Agreement. TIPS and TIPS Members reserves the right to stop work and/or cancel an order or terminate this or any other sales Agreement of any awarded Vendor whose license(s) required for performance under this Agreement have expired, lapsed, are suspended or terminated subject to a 30-day cure period unless prohibited by applicable statute or regulation.

Novation

If awarded Vendor sells or transfers all assets, rights or the entire portion of the assets or rights required to perform this Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. A simple change of name agreement will not change the Agreement obligations of awarded vendor. TIPS will consider Contract Assignments on a case by case basis. TIPS must be notified within five (5) business days of the transfer of assets or rights.

Site Requirements (*only when applicable to service or job*)

Cleanup: When performing work on site at a TIPS Member's property, awarded Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member or as agreed by the parties. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

Preparation: Awarded Vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded Vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

Registered sex offender restrictions: For work to be performed at schools, awarded Vendor agrees that no employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are, or reasonably expected to be, present unless otherwise agreed by the TIPS Member. Awarded Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion. Awarded Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Safety Measures

Awarded Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

Smoking

Persons working under Agreement shall adhere to the TIPS Member's or local smoking statutes, codes or policies.

Marketing

Awarded Vendor agrees to allow TIPS to use their name and logo within TIPS website, marketing materials and advertisement subject to any reasonable restrictions provided to TIPS in the Proposal to the Solicitation. The Vendor may submit an acceptable use directive for Vendor's names and logos with which TIPS agrees to comply. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this Agreement by awarded vendor must have prior approval from TIPS which will not be unreasonably withheld. Request may be made by email to TIPS@TIPS-USA.COM.

Supplemental Agreements

The TIPS Member entity participating in the TIPS Agreement and awarded Vendor may enter into a separate Supplemental Agreement or contract to further define the level of service requirements over and above the minimum defined in this Agreement such as but not limited to, invoice requirements, ordering requirements, specialized delivery, etc. Any Supplemental Agreement or contract developed as a result of this Agreement is exclusively between the TIPS Member entity customer and the Vendor. TIPS, its agents, TIPS Members and employees not a party to the Supplemental Agreement with the TIPS Member customer, shall not be made party to any claim for breach of such agreement unless named and agreed by the Party in question in writing in the agreement. If a Vendor submitting a Proposal requires TIPS and/or TIPS Member to sign an additional agreement, those agreements shall comply with the award made by TIPS to the Vendor. Supplemental Vendor's Agreement documents may not become part of TIPS' Agreement with Vendor unless and until an authorized representative of TIPS reviews and approves it. TIPS review and approval may be at any time during the life of this Vendor Agreement. TIPS permits TIPS Members to negotiate additional terms and conditions with the Vendor for the provision of goods or services under the Vendor's TIPS Agreement so long as they do not materially conflict with this Agreement.

Survival Clause

All applicable sales, leases, Supplemental Agreements, contracts, software license agreements, warranties or service agreements that were entered into between Vendor and TIPS or the TIPS Member Customer under the terms and conditions of this Agreement shall survive the expiration or termination of this Agreement. All Orders, Purchase Orders issued or contracts executed by TIPS or a TIPS Member and accepted by the Vendor prior to the expiration or termination of this agreement, shall survive expiration or termination of the Agreement, subject to previously agreed terms and conditions agreed by the parties or as otherwise specified herein relating to termination of this agreement.

Legal obligations

It is the responding Vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in the applicable Solicitation that resulted in this Vendor Agreement and any awarded Agreement thereof. Applicable laws and regulations must be followed even if

not specifically identified herein.

Audit rights

Due to transparency statutes and public accountability requirements of TIPS and TIPS Members', the awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Agreement. TIPS and Region 8 ESC each reserve the right to audit the accounting of TIPS related purchases for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In order to ensure and confirm compliance with this agreement, TIPS shall have authority to conduct audits of Awarded Vendor's pricing or TIPS transaction documentation with TIPS Members with 30 days' notice unless the audit is ordered by a Court Order or by a Government Agency with authority to do so without notice. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third- party auditing firm to investigate any possible non- compliant conduct or may terminate the Agreement according to the terms of this Agreement. In the event of an audit, the requested materials shall be reasonably provided in the time, format and at the location acceptable to Region 8 ESC or TIPS. TIPS agrees not to perform a random audit the TIPS transaction documentation more than once per calendar year, but reserves the right to audit for just cause or as required by any governmental agency or court with regulatory authority over TIPS or the TIPS Member.

Force Majeure

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

Choice of Law

The Agreement between the Vendor and TIPS/ESC Region 8 and any addenda or other additions resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles.

Venue, Jurisdiction and Service of Process

Any Proceeding arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Venue for any dispute resolution process, other than litigation, between TIPS and the Vendor shall be located in Camp or Titus County, Texas.

Project Delivery Order Procedures

The TIPS Member having approved and signed an interlocal agreement, or other TIPS Membership document, may make a request of the awarded Vendor under this Agreement when the TIPS Member desires goods or services awarded to the Vendor. Notification may occur via phone, the web, courier, email, fax, or in person. Upon notification of a pending request, the awarded Vendor shall acknowledge the TIPS Member’s request as soon as possible, but must make contact with the TIPS Member within two working days.

Status of TIPS Members as Related to Vendors Contract Information

TIPS Members stand in the place of TIPS as related to this agreement and have the same access to the proposal information and all related documents. TIPS Members have all the same rights under the awarded Agreement as TIPS.

Vendor’s Resellers as Related to This Agreement

Vendor’s Named Resellers (“Resellers”) under this Agreement shall comply with all terms and conditions of this agreement and all addenda or incorporated documents. All actions related to sales by Authorized Vendor’s Resellers under this Agreement are the responsibility of the awarded Vendor. If Resellers fail to report sales to TIPS under your Agreement, the awarded Vendor is responsible for their contractual failures and shall be billed for the fees. The awarded Vendor may then recover the fees from their named reseller as the law allows.

Support Requirements

If there is a dispute between the awarded Vendor and TIPS Member, TIPS or its representatives may, at TIPS sole discretion, assist in conflict resolution if requested by either party. TIPS, or its representatives, reserve the right to inspect any project and audit the awarded Vendor’s TIPS project files, documentation and correspondence related to the requesting TIPS Member’s order. If there are confidentiality requirements by either party, TIPS shall comply to the extent permitted by law.

Incorporation of Solicitation

The TIPS Solicitation which resulted in this Vendor Agreement, whether a Request for Proposals, the Request for Competitive Sealed Proposals or Request for Qualifications solicitation, or other, the Vendor’s response to same, and all associated documents and forms made part of the solicitation process, including any addenda, are hereby incorporated by reference into this Agreement as if copied verbatim.

SECTION HEADERS OR TITLES

THE SECTION HEADERS OR TITLES WITHIN THIS DOCUMENT ARE MERELY GUIDES FOR CONVENIENCE AND ARE NOT FOR CLASSIFICATION OR LIMITING OF THE RESPONSIBILITIES OF THE PARTIES TO THIS DOCUMENT.

STATUTORY REQUIREMENTS

Texas governmental entities are prohibited from doing business with companies that fail to certify to this condition as required by Texas Government Code Sec. 2270.

By executing this agreement, you certify that you are authorized to bind the undersigned Vendor and that your company (1) does not boycott Israel; and (2) will not boycott Israel during the term of the Agreement.

You certify that your company is not listed on and does not and will not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas

Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

You certify that if the certified statements above become untrue at any time during the life of this Agreement that the Vendor will notify TIPS within three (3) business day of the change by a letter on Vendor's letterhead from and signed by an authorized representative of the Vendor stating the non-compliance decision and the TIPS Agreement number and description at:

Attention: General Counsel
ESC Region 8/The Interlocal Purchasing System (TIPS)
4845 Highway 271 North
Pittsburg, TX,75686
And by an email sent to bids@tips-usa.com

Insurance Requirements

The undersigned Vendor agrees to maintain the below minimum insurance requirements for TIPS Contract Holders:

General Liability	\$1,000,000 each Occurrence/ Aggregate
Automobile Liability	\$300,000 Includes owned, hired & non-owned
Workers' Compensation	Statutory limits for the jurisdiction in which the Vendor performs under this Agreement.
Umbrella Liability	\$1,000,000

When the Vendor or its subcontractors are liable for any damages or claims, the Vendor's policy, when the Vendor is responsible for the claim, must be primary over any other valid and collectible insurance carried by the Member. Any immunity available to TIPS or TIPS Members shall not be used as a defense by the contractor's insurance policy. The coverages and limits are to be considered minimum requirements and in no way limit the liability of the Vendor(s). Insurance shall be written by a carrier with an A-; VII or better rating in accordance with current A.M. Best Key Rating Guide. Only deductibles applicable to property damage are acceptable, unless proof of retention funds to cover said deductibles is provided. "Claims made" policies will not be accepted. Vendor's required minimum coverage shall not be suspended, voided, cancelled, non-renewed or reduced in coverage or in limits unless replaced by a policy that provides the minimum required coverage except after thirty (30) days prior written notice by certified mail, return receipt requested has been given to TIPS or the TIPS Member if a project or pending delivery of an order is ongoing. Upon request, certified copies of all insurance policies shall be furnished to the TIPS or the TIPS Member.

Special Terms and Conditions

- **Orders:** All Vendor orders received from TIPS Members must be emailed to TIPS at tipspo@tips-usa.com. Should a TIPS Member send an order directly to the Vendor, it is the Vendor's responsibility to forward a copy of the order to TIPS at the email above within 3 business days and confirm its receipt with TIPS.
- **Vendor Encouraging Members to bypass TIPS agreement:** Encouraging TIPS Members to purchase directly from the Vendor or through another agreement, when the Member has requested using the TIPS cooperative Agreement or price, and thereby bypassing the TIPS Agreement is a violation of the terms and conditions of this Agreement and will result in removal of the Vendor from the TIPS

Program.

- **Order Confirmation:** All TIPS Member Agreement orders are approved daily by TIPS and sent to the Vendor. The Vendor should confirm receipt of orders to the TIPS Member (customer) within 3 business days.
- **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, updated pricing when effective. TIPS shall be notified when prices change in accordance with the award.
- **Back Ordered Products:** If product is not expected to ship within the time provided to the TIPS Member by the Vendor, the Member is to be notified within 3 business days and appropriate action taken based on customer request.

The TIPS Vendor Agreement Signature Page is inserted here.

TIPS Vendor Agreement Signature Form

RFP 220303 Furniture, Furnishings and Services

Company Name Library Interiors of Texas, LLC

Address 3503 Wild Cherry Drive, Bldg 4

City Lakeway State TX Zip 78738

Phone 512-921-8487 Fax 888-690-5489

Email of Authorized Representative trevor@li-tx.com

Name of Authorized Representative Trevor Taylor

Title President

Signature of Authorized Representative 

Date April 12, 2022

TIPS Authorized Representative Name David Fitts

Title Executive Director

TIPS Authorized Representative Signature David Wayne Fitts

Approved by ESC Region 8 David Wayne Fitts

Date 5-19-2022

NOTICE TO MEMBERS REGARDING ATTRIBUTE RESPONSES

TIPS VENDORS RESPOND TO ATTRIBUTE QUESTIONS AS PART OF TIPS COMPETITIVE SOLICITATION PROCESS. THE VENDOR'S RESPONSES TO ATTRIBUTE QUESTIONS ARE INCLUDED HEREIN AS "SUPPLIER RESPONSE." PLEASE BE ADVISED THAT DEVIATIONS, IF ANY, IN VENDOR'S RESPONSE TO ATTRIBUTE QUESTIONS MAY NOT REFLECT VENDOR'S FINAL ATTRIBUTE RESPONSE, WHICH IS SUBJECT TO NEGOTIATIONS PRIOR TO AWARD. PLEASE CONTACT THE TIPS OFFICE AT 866-839-8477 WITH QUESTIONS OR CONCERNS REGARDING VENDOR ATTRIBUTE RESPONSE DEVIATIONS. PLEASE KEEP IN MIND THAT TIPS DOES NOT PROVIDE LEGAL COUNSEL TO MEMBERS. TIPS RECOMMENDS THAT YOU CONSULT YOUR LEGAL COUNSEL WHEN EXECUTING CONTRACTS WITH OR MAKING PURCHASES FROM TIPS VENDORS.



220303

**Library Interiors of Texas, LLC
Supplier Response**

Event Information

Number: 220303
Title: Furniture, Furnishings and Services
Type: Request for Proposal
Issue Date: 3/3/2022
Deadline: 4/18/2022 03:00 PM (CT)
Notes:

IF YOU ALREADY HOLD TIPS CONTRACT 200301 FURNITURE, FURNISHINGS AND SERVICES ("200301") OR 210305 FURNITURE, FURNISHINGS AND SERVICES ("210305"), YOU DO NOT NEED TO RESPOND TO THIS SOLICITATION UNLESS YOU WISH TO REPLACE 200301 OR 210305 AT THIS TIME. IF YOU HOLD 200301 OR 210305, CHOOSE TO RESPOND HEREIN, AND ARE AWARDED ON THIS CONTRACT, YOUR 200301 OR 210305 WILL BE TERMINATED AND REPLACED BY THIS CONTRACT. THERE IS NO ADVANTAGE TO REPLACING YOUR 200301 OR 210305 CONTRACT WITH THIS CONTRACT UNLESS YOU ARE DISPLEASED WITH SOME LIMITATION, PRICING/DISCOUNTS OR OTHERWISE, THAT YOUR ENTITY SUBMITTED IN YOUR ORIGINAL 200301 OR 210305 PROPOSAL.

Contact Information

Address: Region 8 Education Service Center
4845 US Highway 271 North
Pittsburg, TX 75686
Phone: +1 (866) 839-8477
Email: bids@tips-usa.com

Library Interiors of Texas, LLC Information

Contact: Trevor Taylor
Address: 3503 Wild Cherry Drive
Bldg 4
Lakeway, TX 78738
Phone: (512) 964-2790 x1
Fax: (888) 690-5489
Toll Free: (888) 689-5489 x1
Email: trevor@li-tx.com
Web Address: www.li-tx.com

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

Trevor Taylor

Signature

Submitted at 4/12/2022 4:41:29 PM

trevor@li-tx.com

Email

Requested Attachments

Agreement Signature Form

LI-TX 220303 Agreement Signature Form.pdf

If you have not taken exception or deviation to the agreement language in the solicitation attributes, download the AGREEMENT SIGNATURE FORM from the "ATTACHMENTS" tab. This PDF document is a fillable form. Download the document to your computer, fill in the requested company information, print the file, SIGN the form, SCAN the completed and signed AGREEMENT SIGNATURE FORM, and upload here.

If you have taken exception to any of the agreement language and noted the exception in the deviations section of the attributes for the agreement, complete the AGREEMENT SIGNATURE FORM, but DO NOT SIGN until those deviations have been negotiated and resolved with TIPS management. Upload the unsigned form here, because this is a required document.

All Other Certificates

No response

All Other Certificates (if applicable) must be scanned and uploaded. If vendor has more than one other certification scan into one document. (PDF Format ONLY)
DO NOT UPLOAD encrypted or password protected files.

Pricing Form 2

LI-TX_220303_Pricing_Form_2.xlsx

The vendor must download the PRICING SPREADSHEET SHEET from the attachment tab, fill in the requested information and upload the completed spreadsheet.
DO NOT UPLOAD encrypted or password protected files.

Reference Form

LI-TX 220303 Reference_Form.xls

The vendor must download the References spreadsheet from the attachment tab, fill in the requested information and upload the completed spreadsheet. DO NOT UPLOAD encrypted or password protected files.

Conflict of Interest Form CIQ- ONLY REQUIRED IF A CONFLICT EXISTS PER THE INSTRUCTIONS

No response

ONLY REQUIRED IF A CONFLICT EXISTS PER THE INSTRUCTIONS

Conflict of Interest Form for Vendors that are required to submit the form. The Conflict of Interest Form is included in the Base documents or can be found at <https://www.tips-usa.com/assets/documents/docs/CIQ.pdf>.

Proposed Goods and Services

Good & Services Pricing Structure.pdf

Please upload one or more documents or sheets describing your offerings, line cards, catalogs, links to offerings OR list links to your offerings that illustrate the catalog of proposed lines of goods and or services you carry and offer under this proposal. It does not have to be exhaustive but should, at a minimum tell us what you are offering. It could be as simple as a sheet with your link to your online catalog of goods and services.

D/M/WBE Certification OPTIONAL

New Cert - MBE WBE Congrats - 02-08-2019.pdf

D/M/WBE Certification documentation may be scanned and uploaded if you desire to claim your status as one of the identified enterprises. (Disadvantaged Business Enterprise, Minority Business Enterprise and/or Woman Business Enterprise) If vendor has more than one certification scan into one document. (PDF Format ONLY)

DO NOT UPLOAD encrypted or password protected files.

Warranty

No response

Warranty information (if applicable) must be scanned and uploaded. (PDF Format ONLY)

DO NOT UPLOAD encrypted or password protected files.

Vendor Agreement

LI-TX 220303 Vendor Agreement.pdf

The vendor must download the Vendor Agreement from the attachment tab, fill in the requested information and upload the completed agreement.

DO NOT UPLOAD encrypted or password protected files.

Pricing Form 1

LI-TX_220303_Pricing_Form_1.xlsx

The vendor must download the PRICING SPREADSHEET SHEET from the attachment tab, fill in the requested information and upload the completed spreadsheet.

DO NOT UPLOAD encrypted or password protected files.

Supplementary

LI-TX_Company_Profile_Full_-_02-21-22.pdf

Supplementary information may be scanned and uploaded. (Company information, brochures, catalogs, etc.) (PDF Format ONLY)

DO NOT UPLOAD encrypted or password protected files.

Logo and Other Company Marks

LI-TX.png

If you desire, please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the Supplementary section or another non-required section under the "Response Attachment" tab. Preferred Logo

Format: 300 x 225 px - .png, .eps, .jpeg preferred

Certification of Corporate Offerer Form- COMPLETE ONLY IF OFFERER IS A CORPORATION

No response

COMPLETE AND UPLOAD FORM IN ATTACHMENTS SECTION ONLY IF OFFERER IS A CORPORATION

Disclosure of Lobbying Activities Standard Form LLL

No response

ONLY IF you answered "I HAVE Lobbied per above" to attribute #66, please download and complete and upload the Standard Form-LLL, "disclosure Form to Report Lobbying," in the Response attachments section.

Confidentiality Claim Form

LI-TX 220303 CONFIDENTIALITY CLAIM FORM.pdf

REQUIRED CONFIDENTIALITY FORM. PLEASE READ CAREFULLY AND FOLLOW THE INSTRUCTIONS. Complete the form according to your company requirements, make any desired attachments and upload to the appropriate section under "Response Attachments" THIS FORM DETERMINES HOW ESC8/TIPS RESPONDS TO LEGAL PUBLIC INFORMATION REQUESTS.

Current W-9 Tax Form

LI-TX W-9 Cherry Peak.pdf

You are required by TIPS to upload a current W-9 Internal Revenue Service (IRS) Tax Form for your entity. This form will be utilized by TIPS to properly identify your entity.

Response Attachments

NCTRCA SBE Cert 11-02-2021.pdf

NCTRCA SBE Certificate

Bid Attributes

1	Yes - No Disadvantaged/Minority/Women Business Enterprise - D/M/WBE/Federal HUBZone (Required by some participating governmental entities). Vendor certifies that their firm is a D/M/WBE or HUBZone? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section. <input type="text" value="YES"/>
2	Yes - No Historically Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB as defined by the State of Texas at https://comptroller.texas.gov/purchasing/vendor/hub/ . Proof may be submitted. Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section. <input type="text" value="Yes"/>
3	Yes - No The Vendor can provide services and/or products to all 50 US States? <input type="text" value="No"/>
4	States Served: If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX) <input type="text" value="AL, AZ, AR, CO, GA, LA, MS, NM, OK, TX"/>
5	Company and/or Product Description: This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.) <input type="text" value="Library Interiors of Texas (LI-TX) offer a cooperative approach to all aspects of furnishing a library, from needs assessment, through design, procurement of exclusive products, project management, book and furniture moves, to installation and after sales care. Architects, designers and library professionals can be assured that they will be presented with the finest furnishing choices, delivered on time, within budget, and with continuing service. With a constant eye on developing trends in librarianship; technology; furniture design; fabrics and finishes, LI-TX strive to provide interiors that will exceed the expectations of today but will adapt easily to meet the needs of the ever-changing and developing library of tomorrow."/>
6	Primary Contact Name Primary Contact Name <input type="text" value="Trevor Taylor"/>
7	Primary Contact Title Primary Contact Title <input type="text" value="President"/>

8	Primary Contact Email Primary Contact Email <input type="text" value="trevor@li-tx.com"/>
9	Primary Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="5129642790"/>
10	Primary Contact Fax Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="8886905489"/>
11	Primary Contact Mobile Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="5129218487"/>
12	Secondary Contact Name Secondary Contact Name <input type="text" value="Michael Taylor"/>
13	Secondary Contact Title Secondary Contact Title <input type="text" value="Vice President"/>
14	Secondary Contact Email Secondary Contact Email <input type="text" value="michael@li-tx.com"/>
15	Secondary Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="5129642790"/>
16	Secondary Contact Fax Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="8886905489"/>
17	Secondary Contact Mobile Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="5129218506"/>

1 8	Admin Fee Contact Name Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS. <input type="text" value="Trevor Taylor"/>
1 9	Admin Fee Contact Email Admin Fee Contact Email <input type="text" value="trevor@li-tx.com"/>
2 0	Admin Fee Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="5129218487"/>
2 1	Purchase Order Contact Name Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS. <input type="text" value="Michael Taylor"/>
2 2	Purchase Order Contact Email Purchase Order Contact Email <input type="text" value="michael@li-tx.com"/>
2 3	Purchase Order Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="5129218506"/>
2 4	Company Website Company Website (Format - www.company.com) <input type="text" value="www.li-tx.com"/>
2 5	Entity D/B/A's and Assumed Names Please identify all of your entity's assumed names and D/B/A's. Please note that you will be identified publicly by the legal name under which you responded to this solicitation unless you organize otherwise with TIPS after award. <input type="text" value="Library Interiors of Texas, LI-TX"/>
2 6	Primary Address Primary Address <input type="text" value="3503 Wild Cherry Drive, Bldg 4"/>
2 7	Primary Address City Primary Address City <input type="text" value="Lakeway"/>
2 8	Primary Address State Primary Address State (2 Digit Abbreviation) <input type="text" value="Texas"/>

29	Primary Address Zip
	Primary Address Zip <input type="text" value="78738"/>

30	Search Words:
	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.) <input type="text" value="Library Interiors, Estey, Worden, Palmieri, Shelving, Library Furniture, FG Library & Learning, FG, Book Moves, 3branch, Biblo XPO, T2 Design, T2, Montel, LI-TX"/>

31	Do you want TIPS Members to be able to spend Federal grant funds with you if awarded? Is it your intent to be able to sell to our members regardless of the fund source, whether it be local, state or federal?
	Most of our members receive Federal Government grants or other funding and they make up a significant portion of their budgets. The Members need to know if your company is willing to sell to them when they spend federal budget funds on their purchase. There are attributes that follow that include provisions from the federal regulations in 2 CFR part 200, etc. Your answers will determine if your award will be designated as eligible for TIPS Members to utilize federal funds with your company. Do you want TIPS Members to be able to spend Federal funds, at the Member's discretion, with you? <input type="text" value="Yes"/>

32	Yes - No
	Certification of Residency (Required by the State of Texas) The vendor's ultimate parent company or majority owner: (A) has its principal place of business in Texas; OR (B) employs at least 500 persons in Texas? This question is required as a data gathering function for information to our members making purchases with awarded vendors. It does not affect scoring with TIPS. <input type="text" value="No"/>

33	Company Residence (City)
	Vendor's principal place of business is in the city of? <input type="text" value="Lakeway"/>

34	Company Residence (State)
	Vendor's principal place of business is in the state of? <input type="text" value="Texas"/>

3 5 Discount Offered - CAUTION READ CAREFULLY BECAUSE VENDORS FREQUENTLY MAKE MISTAKES ON THIS ATTRIBUTE QUESTION

Remember this is a **MINIMUM** discount percentage. So, be sure that the discount percentage inserted here can be applied to ANY OFFERING OF GOODS OR SERVICES THROUGHOUT THE LIFE OF THE CONTRACT.

CAUTION: BE CERTAIN YOU CAN HONOR THIS **MINIMUM** DISCOUNT PERCENTAGE ON ANY OFFERED SERVICE OR GOOD NOW OR DURING THE LIFE OF THE CONTRACT.

What is the **MINIMUM** percentage discount off of any item or service you offer to TIPS Members that is in your regular catalog (as defined in the solicitation specifications document), website, store or shelf pricing or when adding new goods or services to your offerings during the life of the contract? The resulting price of any goods or services Catalog list prices after this discount is applied is a ceiling on your pricing and not a floor because, in order to be more competitive in the individual circumstance, you may offer a larger discount depending on the items or services purchased and the quantity at time of sale. Please note that any specific greater discount offered for a particular product, brand, or service listed in Vendor's proposal will control and Vendor will be required to honor that greater specific discount, in excess of the minimum discount, for that particular product, brand, or service for the life of the contract.

Must answer with a number between 0% and 100%.

3 6 MINIMUM Discount Term

Does the vendor agree to at least offer, for the life of the Agreement, the Minimum Discount Percentage off list or catalog proposed by Vendor in response to the Attribute entitled "Discount Offered - CAUTION READ CAREFULLY BECAUSE VENDORS FREQUENTLY MAKE MISTAKES ON THIS ATTRIBUTE QUESTION"? TIPS will utilize this response to satisfy the Long Term Cost scoring evaluation criteria. A "YES" answer will be awarded the maximum 10 points for this criterion out of the 100 total points and a "NO" answer is awarded 0 points.

3 7 Yes - No

If awarded on this TIPS Contract, for the duration of the Contract, Vendor agrees to provide, upon request, their then current catalog pricing, as defined in the solicitation and below, to TIPS upon request for any goods and services offered on Vendor's TIPS Contract.

"Catalog" means the available list of tangible personal property or services, in the most current listing, regardless of date, during the life of the contract, that takes the form of a catalog, price list, schedule, shelf price or other form that:

- A. is regularly maintained by the manufacturer or Vendor of an item; and
- B. is either published or otherwise available for inspection by a customer during the purchase process;
- C. to which the minimum discount proposed by the proposing Vendor may be applied.

3 8 TIPS Administration Fee

By submitting a proposal, I agree that all pricing submitted to TIPS shall include the Administration Fee, as designated in the solicitation or as otherwise agreed in writing which shall be remitted to TIPS by the Vendor, or the vendor's named resellers, and as agreed to in the Vendor Agreement. I agree that the fee shall not and will not be added by the Vendor as a separate line item on a TIPS member invoice, quote, proposal or any other written communications with the TIPS member.

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Vendor agrees to remit to TIPS the required administration fee or, if resellers are named, Vendor agrees to guarantee the fee remittance by or for the reseller named by the vendor?

TIPS/ESC Region 8 is required by Texas Government Code § 791 to be compensated for its work and thus, failure to agree shall render your response void and it will not be considered.

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TIPS Administration Fee Paid by Vendor - Not Charged to Customer
Vendor understands and agrees that it owes TIPS a TIPS Administration Fee (published in the RFP/RCSP document) on every TIPS sale made under an awarded TIPS Contract. Vendor further understands and agrees that Vendor shall submit pricing with this proposal which includes and accounts for the TIPS Administration Fee and **shall never** separately charge the TIPS Member Customer the TIPS fee or add the TIPS Administration Fee line item to an invoice or similar purchase document. Submission of this proposal is Vendor's certification that Vendor agrees to this mandatory term.

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Additional Discounts?
Do you offer additional discounts to TIPS members for large order quantities or large scope of work?

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Years in Business as Proposing Company
Years in business as proposing company?

4

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Resellers:
Does the vendor have resellers that it will name under this contract? Resellers are defined as other companies that sell your products under an agreement with you, the awarded vendor of TIPS.

EXAMPLE: BIGmart is a reseller of ACME brand televisions. If ACME were a TIPS awarded vendor, then ACME would list BIGmart as a reseller.

(If applicable, Vendor should add all Authorized Resellers within the TIPS Vendor Portal upon award).

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Right of Refusal
The proposing vendor has the right not to sell under the awarded agreement with a TIPS member at vendor's discretion unless required by law.

4 **NON-COLLUSIVE BIDDING CERTIFICATE**

5 By submission of this bid or proposal, the Bidder certifies that:

- 1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- 2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor:
- 3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- 4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.

4 **CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ - Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement?**

6 Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement? YES or NO

If you have a conflict of interest as described in this form or the Local Government Code Chapter 176, cited therein- you are required to complete and file with TIPS. The Form CIQ is one of the attachments to this solicitation.

There is an optional upload for this form provided if you have a conflict and must file the form

4 **Filing of Form CIQ**

7 If yes (above), have you filed a form CIQ by uploading the form to this RFP as directed above?

4 **Regulatory Standing**

8 I certify to TIPS for the proposal attached that my company is in good standing with all governmental agencies Federal or state that regulate any part of our business operations. If not, please explain in the next attribute question.

4 **Regulatory Standing**

9 Regulatory Standing explanation of no answer on previous question.

Antitrust Certification Statements (Tex. Government Code § 2155.005)

By submission of this bid or proposal, the Bidder certifies that:

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

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law;

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid 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.

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Suspension or Debarment Instructions

Instructions for Certification:

1. By answering yes to the next Attribute question below, the vendor and prospective lower tier participant is providing the certification set out herein in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participants," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.

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Suspension or Debarment Certification

By answering yes, you certify that no federal suspension or debarment is in place, which would preclude receiving a federally funded contract as described above.

Yes

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Non-Discrimination Statement and Certification

In accordance with Federal civil rights law, all U.S. Departments, including the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

(Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities)

All U.S. Departments, including the USDA are equal opportunity provider, employer, and lender.

Not a negotiable term. Failure to agree by answering YES will render your proposal non-responsive and it will not be considered. I certify that in the performance of a contract with TIPS or its members, that our company will conform to the foregoing anti-discrimination statement and comply with the cited and all other applicable laws and regulations.

Yes, I certify (Yes)

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2 CFR PART 200 Contract Provisions Explanation

Required Federal contract provisions of Federal Regulations for Contracts for contracts with ESC Region 8 and TIPS Members:

The following provisions are required to be in place and agreed if the procurement is funded in any part with federal funds.

The ESC Region 8 and TIPS Members are the subgrantee or Subrecipient by definition. Most of the provisions are located in 2 CFR PART 200 - Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards at 2 CFR PART 200. Others are included within 2 CFR part 200 et al.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

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2 CFR PART 200 Contracts

Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Notice: Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree?

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2 CFR PART 200 Termination

Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the ESC Region 8 and TIPS Members. Any award under this procurement process is not exclusive and the ESC Region 8 and TIPS reserves the right to purchase goods and services from other vendors when it is in the best interest of the ESC Region 8 and TIPS.

Does vendor agree?

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2 CFR PART 200 Clean Air Act

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

Pursuant to the Clean Air Act, et al above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires that the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting from this procurement process the vendor agrees to comply with all of the above regulations, including all of the terms listed and referenced therein.

Does vendor agree?

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2 CFR PART 200 Byrd Anti-Lobbying Amendment

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

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term and during the life of any contract with ESC Region 8 and TIPS Members resulting from this procurement process the vendor certifies to the terms included or referenced herein.

Does vendor agree?

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2 CFR PART 200 Federal Rule

Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$250,000)

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of \$250,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

Does vendor certify that it is in compliance with the Clean Air Act?

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2 CFR PART 200 Procurement of Recovered Materials

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor certify that it is in compliance with the Solid Waste Disposal Act as described above?

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1 **2 CFR PART 200 Rights to Inventions**

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

Pursuant to the above, when the foregoing applies to ESC Region 8 and TIPS Members, Vendor certifies that during the term of an award resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in the Federal rule above.

Does vendor agree?

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2 **2 CFR PART 200 Domestic Preferences for Procurements**

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of 2 CFR Part 200.322, “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Moreover, for purposes of 2 CFR Part 200.322, “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum, plastics and polymer-based products such as polyvinyl chloride pipe, aggregates such as concrete, glass, including optical fiber, and lumber.

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, Vendor certifies that to the greatest extent practicable Vendor will provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

Does vendor agree?

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3 **2 CFR PART 200 Ban on Foreign Telecommunications**

Federal grant funds may not be used to purchase equipment, services, or systems that use “covered telecommunications” equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. “Covered telecommunications” means purchases from Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities), and video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, Vendor certifies that Vendor will not purchase equipment, services, or systems that use “covered telecommunications”, as defined by 2 CFR §200.216 equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

Does vendor agree?

6 4 2 CFR PART 200 Contract Cost & Price

For contracts more than the simplified acquisition threshold currently set at \$250,000, a TIPS Member may, in very rare circumstances, be required to negotiate profit as a separate element of the price pursuant to 2 C.F.R. 200.324(b). Under those circumstances, Vendor agrees to provide information and negotiate with the TIPS Member regarding profit as a separate element of the price. However, Vendor certifies that the total price charged by the Vendor shall not exceed the Vendor's TIPS pricing and pricing terms proposed.

Does Vendor Agree?

6 5 FEMA Fund Certifications

Submission of this proposal is Vendor's certification that Vendor agrees to this term. Vendor certifies that **IF and when** Vendor accepts a TIPS purchase paid for in full or part with FEMA funds, Vendor certifies that:

(1) Vendor agrees to provide the TIPS Member, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to and rights to reproduce any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Vendor agrees to provide the FEMA Administrator or an authorized representatives access to construction or other work sites pertaining to the work being completed under the contract. Vendor acknowledges and agrees that no language in this contract or the contract with the TIPS Member is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

(2) The Vendor shall not use the Department of Homeland Security's seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

(3) The Vendor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

(4) The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

(5) The Vendor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Vendor's actions pertaining to this contract.

6 6 Certification of Compliance with the Energy Policy and Conservation Act

When appropriate and to the extent consistent with the law, Vendor certifies that it will comply with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq; 49 C.F.R. Part 18) and any mandatory standards and policies relating to energy efficiency which are contained in applicable state energy conservation plans issued in compliance with the Act.

Does Vendor agree?

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7 **Certification Regarding Lobbying**

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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8 **If you answered "I HAVE lobbied" to the above Attribute Question**

If you answered "I HAVE lobbied" to the above Attribute question, you must download the Lobbying Report "Standard From LLL, disclosure Form to Report Lobbying" which includes instruction on completing the form, complete and submit it in the Response Attachments section as a report of the lobbying activities you performed or paid others to perform.

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9 **Subcontracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.**

Do you ever anticipate the possibility of subcontracting any of your work under this award if you are successful?

IF NO, DO NOT ANSWER THE NEXT ATTRIBUTE QUESTION. . IF YES, and ONLY IF YES, you must answer the next question YES if you want a TIPS Member to be authorized to spend Federal Grant Funds for Procurement.

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ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement, do you agree to comply with the following federal requirements?

ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement,

do you agree to comply with the following federal requirements?

Federal Regulation 2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a)The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs(1) through (5) of this section.

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Indemnification

The ESC Region 8 and TIPS is a Texas Political Subdivision and a local governmental entity; therefore, is prohibited from

indemnifying third parties pursuant to the Texas Constitution (Article 3, Section 52) except as specifically provided by law or as

ordered by a court of competent jurisdiction. A provision in a contract to indemnify or hold a party harmless is a promise to pay for

any expenses the indemnified party incurs, if a specified event occurs, such as breaching the terms of the contract or negligently

performing duties under the contract. Article III, Section 49 of the Texas Constitution states that "no debt shall be created by or on

behalf of the State ... " The Attorney General has counseled that a contractually imposed obligation of indemnity creates a "debt" in

the constitutional sense. Tex. Att'y Gen. Op. No. MW-475 (1982). Contract clauses which require the System or institutions to

indemnify must be deleted or qualified with "to the extent permitted by the Constitution and Laws of the State of Texas." Liquidated

damages, attorney's fees, waiver of vendor's liability, and waiver of statutes of limitations clauses should also be deleted or qualified

with "to the extent permitted by the Constitution and laws of State of Texas."

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree

to these terms?

Yes, I Agree (Yes)

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Remedies

The parties shall be entitled to exercise any right or remedy available to it either at law or in equity, subject to the choice of law, venue and service of process clauses limitations agreed herein. Nothing in this agreement shall commit the TIPS to an arbitration resolution of any disagreement under any circumstances. Any Claim arising out of or related to the Contract, except for those specifically waived under the terms of the Contract, may, after denial of the Board of Directors, be subject to mediation at the request of either party. Any issues not resolved hereunder MAY be referred to non-binding mediation to be conducted by a mutually agreed upon mediator as a prerequisite to the filing of any lawsuit over such issue(s). The parties shall share the mediator's fee and any associated filing fee equally. Mediation shall be held in Camp or Titus County, Texas. Agreements reached in mediation shall be reduced to writing, and will be subject to the approval by the District's Board of Directors, signed by the Parties if approved by the Board of Directors, and, if signed, shall thereafter be enforceable as provided by the laws of the State of Texas.

Do you agree to these terms?

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Remedies Explanation of No Answer

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Choice of Law

The agreement between the Vendor and TIPS/ESC Region 8 and any addenda or other additions resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles. THIS DOES NOT APPLY to a vendor's agreement entered into with a TIPS Member, as the Member may be located outside Texas.

Do you agree to these terms?

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Venue, Jurisdiction and Service of Process

Any proceeding, involving Region 8 ESC or TIPS, arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Any dispute resolution process other than litigation shall have venue in Camp County or Titus County Texas.

Do you agree to these terms?

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6** **Infringement(s)**

The successful vendor will be expected to indemnify and hold harmless the TIPS and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights attributed to or claims based on the Vendor's proposal or Vendor's performance of contracts awarded and approved.

Do you agree to these terms?

Yes, I Agree

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7** **Infringement(s) Explanation of No Answer**

No response

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8** **Contract Governance**

Any contract made or entered into by the TIPS is subject to and is to be governed by Section 271.151 et seq, Tex Loc Gov't Code. Otherwise, TIPS does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

Yes, I Agree (Yes)

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9** **Payment Terms and Funding Out Clause**

Payment Terms:

TIPS or TIPS Members shall not be liable for interest or late payment fees on past-due balances at a rate higher than permitted by the laws or regulations of the jurisdiction of the TIPS Member.

Funding Out Clause:

Vendor agrees to abide by the laws and regulations, including Texas Local Government Code § 271.903, or any statutory or regulatory limitations of the jurisdiction of any TIPS Member which governs contracts entered into by the Vendor and TIPS or a TIPS Member that requires all contracts approved by TIPS or a TIPS Member are subject to the budgeting and appropriation of currently available funds by the entity or its governing body.

See statute(s) for specifics or consult your legal counsel.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.

Do you agree to these terms?

Yes, I Agree (Yes)

80 Insurance and Fingerprint Requirements Information

Insurance

If applicable and your staff will be on TIPS member premises for delivery, training or installation etc. and/or with an automobile, you must carry automobile insurance as required by law. You may be asked to provide proof of insurance.

Fingerprint

It is possible that a vendor may be subject to Chapter 22 of the Texas Education Code. The Texas Education Code, Chapter 22, Section 22.0834 & 22.08341. Statutory language may be found at: <http://www.statutes.legis.state.tx.us/>

If the vendor has staff that meet both of these criterion:

- (1) will have continuing duties related to the contracted services; and
- (2) has or will have direct contact with students

Then you have "covered" employees for purposes of completing the attached form.

TIPS recommends all vendors consult their legal counsel for guidance in compliance with this law. If you have questions on how to comply, see below. If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at NCJU@txdps.state.tx.us and you should send an email identifying you as a contractor to a Texas Independent School District or ESC Region 8 and TIPS. Texas DPS phone number is (512) 424-2474.

See form in the next attribute to complete entitled:
Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:

(a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

I certify that:

NONE (Section A) of the employees of Contractor and any subcontractors are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

OR

SOME (Section B) or all of the employees of Contractor and any subcontractor are covered employees. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

None

8 **Texas Business and Commerce Code § 272 Requirements as of 9-1-2017**

2 SB 807 prohibits construction contracts to have provisions requiring the contract to be subject to the laws of another state, to be required to litigate the contract in another state, or to require arbitration in another state. A contract with such provisions is voidable. Under this new statute, a "construction contract" includes contracts, subcontracts, or agreements with (among others) architects, engineers, contractors, construction managers, equipment lessors, or materials suppliers. "Construction contracts" are for the design, construction, alteration, renovation, remodeling, or repair of any building or improvement to real property, or for furnishing materials or equipment for the project. The term also includes moving, demolition, or excavation. BY RESPONDING TO THIS SOLICITATION, AND WHEN APPLICABLE, THE PROPOSER AGREES TO COMPLY WITH THE TEXAS BUSINESS AND COMMERCE CODE § 272 WHEN EXECUTING CONTRACTS WITH TIPS MEMBERS THAT ARE TEXAS GOVERNMENT ENTITIES.

8 **Texas Government Code 2270 & 2271 Verification Form**

3 Texas Government Code 2270 & 2271 Verification Form

If (a) Vendor is not a sole proprietorship; (b) Vendor has ten (10) or more full-time employees; and (c) this Agreement has a value of \$100,000 or more, the following certification shall apply; otherwise, this certification is not required. Pursuant to Chapter 2271 of the Texas Government Code, the Vendor hereby certifies and verifies that neither the Vendor, nor any affiliate, subsidiary, or parent company of the Vendor, if any (the "Vendor Companies"), boycotts Israel, and the Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include 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 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.

Our entity further certifies that it is is not listed on and we do not do business with companies prohibited by Texas Government Code 2270 or that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

I swear and affirm that the above is true and correct.

8 **Logos and other company marks**

4 Please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the "Logo and Other Company Marks" section under the "Response Attachment" tab. Preferred Logo Format: 300 x 225 px - .png, .eps, .jpeg preferred

Potential uses of company logo:

- * Your Vendor Profile Page of TIPS website
- * Potentially on TIPS website scroll bar for Top Performing Vendors
- * TIPS Quarterly eNewsletter sent to TIPS Members
- * Co-branding Flyers and or email blasts to our TIPS Members (Permission and approval will be obtained before publishing)

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Solicitation Deviation/Compliance

Does the vendor agree with the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation?

Yes

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Solicitation Exceptions/Deviations Explanation

If the bidder intends to deviate from the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation, all such deviations must be listed on this attribute, with complete and detailed conditions and information included or attached.

TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this Solicitation.

No response

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Agreement Deviation/Compliance

Does the vendor agree with the language in the Vendor Agreement?

Yes

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Agreement Exceptions/Deviations Explanation

If the proposing Vendor desires to deviate from the Vendor Agreement language, all such deviations must be listed on this attribute, with complete and detailed conditions and information included. TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any proposal based upon any deviations indicated below. In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Vendor Agreement.

No response

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Felony Conviction Notice

Texas Education Code, Section 44.034, 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." (c) This section does not apply to a publicly held corporation. The person completing this proposal certifies that they are authorized to provide the answer to this question.

Select A., B. or C.

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

OR B. My firm is not owned nor operated by anyone who has been convicted of a felony, OR

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony. (if you answer C below, you are required to provide information in the next attribute.

B. Firm not owned nor operated by felon; per above

90 **If you answered C. My Firm is owned or operated by a felon to the previous question, you are REQUIRED TO ANSWER THE FOLLOWING QUESTIONS.**

If you answered C. My Firm is owned or operated by a felon to the previous question, you must provide the following information.

1. Name of Felon(s)
2. The named person's role in the firm, and
3. Details of Conviction(s).

91 **Required Confidentiality Claim Form**

Required Confidentiality Claim Form

This completed form is required by TIPS. By submitting a response to this solicitation you agree to download from the "Attachments" section, complete according to the instructions on the form, then upload the completed form, with any confidential attachments, if applicable, to the "Response Attachments" section titled "Confidentiality Form" in order to provide to TIPS the completed form titled, "CONFIDENTIALITY CLAIM FORM". **THIS REQUIRED PROCESS IS THE ONLY WAY TO DEEM PROPOSAL DOCUMENTATION CONFIDENTIAL ANY OTHER CONFIDENTIAL DESIGNATION WILL BE DISREGARDED UNLESS THE DOCUMENT IS IDENTIFIED BY AND ATTACHED TO THE REQUIRED FORM.** By completing this process, you provide us with the information we require to comply with the open record laws of the State of Texas as they may apply to your proposal submission. If you do not provide the form with your proposal, an award will not be made if your proposal is qualified for an award, until TIPS has an accurate, completed form from you.

Read the form carefully before completing and if you have any questions, email bids@tips-usa.com.

92 **Member Access to Vendor Proposal**

Notwithstanding any other information provided in this solicitation or Vendor designation of certain documentation as confidential or proprietary, Vendor's acceptance of this TIPS Contract constitutes Vendor's consent to the disclosure of Vendor's comprehensive proposal, including any information deemed confidential or proprietary, **to TIPS Members**. The proposing Vendor agrees that TIPS shall not be responsible or liable for any use or distribution of information or documentation by TIPS Members or any other party. By submitting this proposal, Vendor certifies the foregoing.

93 **Choice of Law clauses with TIPS Members**

If the vendor is awarded a contract with TIPS under this solicitation, the vendor agrees to make any Choice of Law clauses in any contract or agreement entered into between the awarded vendor and with a TIPS member entity to read as follows: "Choice of law shall be the laws of the state where the customer resides" or words to that effect.

94 **Venue of dispute resolution with a TIPS Member**

In the event of litigation or use of any dispute resolution model when resolving disputes with a TIPS member entity as a result of a transaction between the vendor and TIPS or the TIPS member entity, the Venue for any litigation or other agreed upon model shall be in the state and county where the customer resides unless otherwise agreed by the parties at the time the dispute resolution model is decided by the parties.

95 **Automatic renewal of contracts or agreements with TIPS or a TIPS member entity**

This clause **DOES NOT** prohibit multiyear contracts or agreements with TIPS member entities. Because TIPS and TIPS members are governmental entities subject to laws that control appropriations of funds during their fiscal years for contracts and agreements to provide goods and services, does the Vendor agree to limit any automatic renewal clauses of a contract or agreement executed as a result of this TIPS solicitation award to not longer than "month to month" and at the TIPS contracted rate.

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6** **Indemnity Limitation with TIPS Members**

Texas and other states restrict by law or state Constitution the ability of a governmental entity to indemnify others. TIPS requires that any contract entered into between a vendor and TIPS or a TIPS Member as a result of an award under this Solicitation limit the requirement that the Customer indemnify the Vendor by either eliminating any such indemnity requirement clauses in any agreements, contracts or other binding documents **OR** by prefacing all indemnity clauses required of TIPS or the TIPS Member entity with the following: "To the extent permitted by the laws or the Constitution of the state where the customer resides, ".

Agreement is a required condition to award of a contract resulting from this Solicitation.

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7** **Arbitration Clauses**

Except for certain circumstances, TIPS forbids a mandatory arbitration clause in any contract or agreement entered into between the awarded vendor with TIPS or a TIPS member entity. Does the vendor agree to exclude any arbitration requirement in any contracts or agreement entered into between TIPS or a TIPS member entity through an awarded contract with TIPS?

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8** **Required Vendor Sales Reporting**

By responding to this Solicitation, you agree to report to TIPS all sales made under any awarded Agreement with TIPS. Vendor is required to report all sales under the TIPS contract to TIPS. If the TIPS Member entity requesting a price from the awarded Vendor requests the TIPS contract, Vendor must include the TIPS Contract number on any communications with the TIPS Member entity. If awarded, you will be provided access to the Vendor Portal. To report sales, login to the TIPS Vendor Portal and click on the PO's and Payments tab. Pages 3-7 of the **Vendor Portal User Guide** will walk you through the process of reporting sales to TIPS. Please refer to the TIPS **Accounting FAQ's** for more information about reporting sales and if you have further questions, contact the Accounting Team at accounting@tips-usa.com. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement and submitting same to TIPS.

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9** **Upload of Current W-9 Required**

Please note that you are required by TIPS to upload a current W-9 Internal Revenue Service (IRS) Tax Form for your entity. This form will be utilized by TIPS to properly identify your entity.

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0** **CERTIFICATION REGARDING BOYCOTTING CERTAIN ENERGY COMPANIES (Texas law as of September 1, 2021)**

By submitting a proposal to this Solicitation, you certify that you agree, when it is applicable, to the following required by Texas law as of September 1, 2021:

If (a) company is not a sole proprietorship; (b) company has ten (10) or more full-time employees; and (c) this contract has a value of \$100,000 or more that is to be paid wholly or partly from public funds, the following certification shall apply; otherwise, this certification is not required. Pursuant to Tex. Gov't Code Ch. 2274 of SB 13 (87th session), the company hereby certifies and verifies that the company, or any wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of these entities or business associations, if any, does not boycott energy companies and will not boycott energy companies during the term of the contract. For purposes of this contract, the term "company" shall mean an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, that exists to make a profit. The term "boycott energy company" shall mean "without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company (a) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law, or (b) does business with a company described by paragraph (a)." See Tex. Gov't Code § 809.001(1).

101 CERTIFICATION PROHIBITING DISCRIMINATION AGAINST FIREARM AND AMMUNITION INDUSTRIES (Texas law as of September 1, 2021)

By submitting a proposal to this Solicitation, you certify that you agree, when it is applicable, to the following required by Texas law as of September 1, 2021:

If (a) company is not a sole proprietorship; (b) company has at least ten (10) full-time employees; (c) this contract has a value of at least \$100,000 that is paid wholly or partly from public funds; (d) the contract is not excepted under Tex. Gov't Code § 2274.003 of SB 19 (87th leg.); and (e) governmental entity has determined that company is not a sole-source provider or governmental entity has not received any bids from a company that is able to provide this written verification, the following certification shall apply; otherwise, this certification is not required.

Pursuant to Tex. Gov't Code Ch. 2274 of SB 19 (87th session), the company hereby certifies and verifies that the company, or association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary parent company, or affiliate of these entities or associations, that exists to make a profit, does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of this contract against a firearm entity or firearm trade association. For purposes of this contract, "discriminate against a firearm entity or firearm trade association" shall mean, with respect to the entity or association, to: "(1) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (2) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (3) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association. See Tex. Gov't Code § 2274.001(3) of SB 19. "Discrimination against a firearm entity or firearm trade association" does not include: "(1) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (2) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency, or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association." See Tex. Gov't Code § 2274.001(3) of SB 19.

102 CERTIFICATION REGARDING CERTAIN FOREIGN-OWNED COMPANIES IN CONNECTION WITH CRITICAL INFRASTRUCTURE (Texas law as of September 1, 2021)

By submitting a proposal to this Solicitation, you certify that you agree to the following required by Texas law as of September 1, 2021:

Proposing Company is prohibited from entering into a contract or other agreement relating to critical infrastructure that would grant to the company direct or remote access to or control of critical infrastructure in this state, excluding access specifically allowed by the Proposing Company for product warranty and support purposes. Company, certifies that neither it nor its parent company nor any affiliate of company or its parent company, is (1) owned by or the majority of stock or other ownership interest of the company is held or controlled by individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; (2) a company or other entity, including governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (3) headquartered in China, Iran, North Korea, Russia, or a designated country. For purposes of this contract, "critical infrastructure" means "a communication infrastructure system, cybersecurity system, electric grid, hazardous waste treatment system, or water treatment facility." See Tex. Gov't Code § 2274.0101(2) of SB 1226 (87th leg.). The company verifies and certifies that company will not grant direct or remote access to or control of critical infrastructure, except for product warranty and support purposes, to prohibited individuals, companies, or entities, including governmental entities, owned, controlled, or headquartered in China, Iran, North Korea, Russia, or a designated country, as determined by the Governor.

103 Acknowledgement

By submitting this proposal, Vendor certifies that it has read, examined, and understands all portions of this solicitation including but not limited to all attribute questions, attachments, solicitation documents, bid notes, and the Vendor Agreement(s). Vendor certifies that, if found to be necessary by the proposing vendor, vendor has sought the advice of counsel in understanding all portions of the solicitation.

Required Confidential Information Status Form

Library Interiors of Texas, LLC

Name of company

Trevor Taylor President

Printed Name and Title of Authorized Company Officer declaring below the confidential status of material

3503 Wild Cherry Drive, Bldg 4 Lakeway TX 78738 512-921-8487

Address City State ZIP Phone

ALL VENDORS MUST COMPLETE THE ABOVE SECTION

CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF EDUCATION SERVICE CENTER REGION 8 AND TIPS (ESC8) IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

If you consider any portion of your proposal to be confidential and not subject to public disclosure pursuant to Chapter 552 Texas Gov't Code or other law(s), you must attach a copy of all claimed confidential materials to this COMPLETED form, name the combined PDF documents "CONFIDENTIAL", and upload the combined, confidential documents with your proposal submission. If a document is not attached, it will not be considered confidential. The copy uploaded will be the sole indicator of which material in your proposal, if any, you deem confidential in the event TIPS/ESC 8 receives a Public Information Request. If ESC 8 receives a request, any responsive documentation not deemed confidential by you in this manner will be automatically released. For documents deemed confidential by you in this manner, ESC8 and TIPS will follow procedures of controlling statute(s) regarding any claim of confidentiality and shall not be liable for any release of information required by law, including Attorney General determination. Notwithstanding any other information provided in this solicitation or Vendor designation of certain documentation as confidential or proprietary, Vendor's acceptance of this TIPS Vendor Agreement constitutes Vendor's consent to the disclosure of Vendor's comprehensive proposal, including any information deemed confidential or proprietary, to TIPS Members. The proposing Vendor agrees that TIPS shall not be responsible or liable for any use or distribution of information or documentation by TIPS Members or any other party.

ALL VENDORS MUST COMPLETE ONE OF THE TWO OPTIONS BELOW

OPTION 1:

I DO CLAIM parts of my proposal to be confidential and DO NOT desire to expressly waive a claim of confidentiality of all information contained within our response to the solicitation. The attached contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 or other law(s) and I invoke my statutory rights to confidential treatment of the enclosed materials.

IF CLAIMING PARTS OF YOUR PROPOSAL CONFIDENTIAL, YOU MUST ATTACH THE SHEETS TO THIS FORM AND LIST THE NUMBER OF TOTAL PAGES THAT ARE CONFIDENTIAL.

ATTACHED ARE COPIES OF _____ PAGES OF CLAIMED CONFIDENTIAL MATERIAL FROM OUR PROPOSAL THAT WE DEEM TO BE NOT PUBLIC INFORMATION AND WILL DEFEND THAT CLAIM TO THE TEXAS ATTORNEY GENERAL IF REQUESTED WHEN A PUBLIC INFORMATION REQUEST IS MADE FOR OUR PROPOSAL.

Signature _____ Date _____

OR

OPTION 2:

I DO NOT CLAIM any of my proposal to be confidential, complete the section below.

Express Waiver: I desire to expressly waive any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS.

Signature  _____ Date 04-12-2022

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: **1260684851800**
File/Vendor Number: **62170**
Approval Date: **28-FEB-2019**
Scheduled Expiration Date: **28-FEB-2023**

In accordance with the Memorandum of Agreement between the
City of Austin (COA)
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

LIBRARY INTERIORS OF TEXAS, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate, printed 01-MAY-2019, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification into the COA's program, you must immediately (within 30 days of such changes) notify the COA's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the COA's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

*Laura Cagle-Hinojosa, Statewide HUB Program Manager
Statewide Support Services Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



Small Business Enterprise (SBE)
LIBRARY INTERIORS OF TEXAS, LLC
DBA LIBRARY INTERIORS OF TEXAS

LIBRARY INTERIORS OF TEXAS, LLC DBA LIBRARY INTERIORS OF TEXAS

has filed with the Agency an Affidavit as defined by NCTRCA Small Business Enterprise (SBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

NAICS 423210: PUBLIC BUILDING FURNITURE MERCHANT WHOLESALERS

This Certification commences November 2, 2021 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: November 30, 2023
Issued Date: November 2, 2021
CERTIFICATION NO. WFSB14527N1123

Certification Administrator



City of Austin

Small & Minority Business Resources Department, 4201 Ed Bluestein Boulevard, Austin, TX 78721
Mailing Address: PO Box 1088, Austin, Texas 78767, Telephone (512) 974-7645

February 8, 2019

Library Interiors Of Texas, LLC
Ms. Moira Taylor
401 Congress Avenue, Ste. 1540
Austin, TX 78701

RE: MBE/WBE CERTIFICATION

Dear Ms. Taylor,

Congratulations!

Library Interiors Of Texas, LLC has been certified as a **Women-Owned Business Enterprise (WBE)** by the City of Austin's Small and Minority Business Resources Department (SMBR) to participate in the City of Austin Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program.

The status of your MBE/WBE certification shall be reviewed on an annual basis by SMBR. Prior to reaching your next certification anniversary you will be asked to submit the "MBE/WBE Annual Update Affidavit" and supporting documentation. The annual review is completed thorough examination of the sworn affidavit and supporting documentation to determine your continued eligibility as outlined in the City Ordinance Code: § 2-9B-15. Additionally, a MBE/WBE on-site review may be conducted by SMBR as needed. It is important that you report any change(s) in circumstances that affect your firm's size, social/economic disadvantage status, management, ownership or control to SMBR within thirty (30) calendar days. Failure to report such change(s) may result in the denial of continued certification or recertification.

MBEs and WBEs are required to seek recertification upon the third anniversary of their initial certification and upon the third anniversary of all subsequent certifications.

To confirm the current status of all certified firms, prime contractors, vendors and interested parties are to visit the City of Austin's Certified Vendor Directory at:

https://www.austintexas.gov/financeonline/account_services/search/vendors/certvendor.cfm

All statuses will be confirmed through the Certified Vendor Directory as noted above and the Certified Vendor Availability List provided by SMBR.

As a City of Austin registered vendor, you are responsible for maintaining accurate information on your vendor profile.

You are asked to update **any changes** related to your business in the City's Vendor Connection system at

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm. You can perform these changes daily from 7:00AM to 7:00PM. If you need assistance making changes, please contact Vendor Registration at (512) 974-2018 or by email at vendorreg@austintexas.gov.

Thank you for your interest in the program and we wish you continued success. If you have any questions, please feel free to call the Certification Office at (512) 974-7645.



Women Business Enterprise (WBE)
LIBRARY INTERIORS OF TEXAS, LLC
DBA LIBRARY INTERIORS OF TEXAS

LIBRARY INTERIORS OF TEXAS, LLC DBA LIBRARY INTERIORS OF TEXAS

has filed with the Agency an Affidavit as defined by NCTRCA Women Business Enterprise (WBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

NAICS 423210: PUBLIC BUILDING FURNITURE MERCHANT WHOLESALERS

This Certification commences November 2, 2021 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: November 30, 2023
Issued Date: November 2, 2021
CERTIFICATION NO. WFWB88737N1123

Certification Administrator

Company Profile

Introduction to Library Interiors of Texas



LIBRARY
INTERIORS
OF TEXAS

Section 1
Introduction
(General Information)



Company Profile



3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738
Phone: 888-589-5489 Fax: 888-690-5489

Library Interiors of Texas (LI-TX) offer a cooperative approach to all aspects of furnishing a library, from needs assessment, through design, procurement of exclusive products, project management, book and furniture moves, to installation and after sales care. Architects, designers and library professionals can be assured that they will be presented with the finest furnishing choices, delivered on time, within budget, and with continuing service.

COMPANY PROFILE

Trevor Taylor, the driving force behind the development of the company, was born in London, England. Trevor's career began in 1977 and by establishing strong working relationships with architects, designers, and librarians internationally, became a highly respected specialist in the library community. He has worked on projects across the globe from England, to Eldoret, Kenya to libraries damaged in Kuwait City after the Gulf War.

After relocating to the USA in 2003, to further his library experience, Trevor decided to move to Austin, Texas in 2007 to establish Library Interiors of Texas, with the aim to offer a fresh approach, and international flair to libraries throughout Texas and the neighboring states.

Over the past 14 years LI-TX has continued this legacy by building a highly skilled team of professionals capable of delivering world class library interiors.

LI-TX has been awarded pre-bid State/National contracts with BuyBoard and Choice Partners, allowing customers the opportunity to purchase with confidence, knowing they are getting 'best value', while avoiding the high cost and uncertainty of the bidding process.

LI-TX is proud to have been accredited as a Woman Owned Business Enterprise by the City of Austin and NCTRCA, and to have achieved certified HUB status with the State of Texas.

Links to Informational Company Videos:

[Library Interiors of Texas - Why Us?](#)

[History of Library Interiors of Texas](#)

[Meet the Team](#)

WHY LI-TX?

Years of experience have proven that libraries require a level of furnishing of a very exacting standard, due not only to high levels of use by patrons, but erratic funding for maintenance and remodeling. LI-TX therefore consider it a duty to ensure that they design interiors built with high performing furniture and materials, offering exceptional durability and low maintenance costs.

With a constant eye on developing trends in librarianship; technology; furniture design; fabrics and finishes, LI-TX strive to provide interiors that will exceed the expectations of today but will adapt easily to meet the needs of the ever-changing and developing library of tomorrow.

Skills and Services specific to library FF&E:

- Needs Assessment
- Programming
- Interior Design
- Custom Furniture Design
- Preparation of FF&E schedules
- Book & Furniture Moves
- Project Management
- After Sales Care and Service

[Custom Capabilities](#)

[Book Moves](#)





Company Fact Sheet

Library Interiors of Texas, LLC

(Established July 26, 2007)

3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738

CORPORATE OFFICERS

CEO: Moira Taylor

President: Trevor Taylor

Vice President: Michael Taylor

FEDERAL TAX I.D. NUMBER

26-0684851

STATE SALES TAX I.D. NUMBER

32033418800

DUNN & BRADSTREET NUMBER

80-809-5918

PRIMARY BANKERS

JP Morgan Chase Bank

221 W Sixth Street

Austin, TX 78701

Routing #: 111000614

Account #: 191506880

Phone: 512-479-1543 Contact: Francine Brucio

Small and Minority Business Certification

Women Owned Business - City of Austin Certified - Expires 2/28/23

HUB Certified - State of Texas - Expires 2/28/23

Small Business Enterprise (SBE) - NCTRCA - Expires 11/30/23

Primary Contact

Trevor Taylor - President

Phone 512-921-8487

Email: trevor@li-tx.com





3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738
Phone: 888-589-5489 Fax: 888-690-5489

Cooperative Contracts

Choice Partners (Since 2009):

Contract Category: Furniture, Fixtures, Equipment (FFE) and Related Items

Contract Number: 19/033MJ-16

BuyBoard (Since 2013)

Furniture for School, Office, Science, Library and Dormitory

Contract Number: 667-22

Region 5 ESC (Since 2020)

Office, Library & Instructional Furniture

Contract Number: 20211009

GoodBuy (Since 2022)

Furniture Office

Contract Number: 22-23 4M000

GoodBuy (Since 2022)

Furniture - Classroom-Library

Contract Number: 22-23 4S000

PR AND MARKETING SPECIALIST

Moira Taylor

CEO – Library Interiors of Texas

Moira Taylor is the owner and CEO of Library Interiors of Texas, a library furnishing company based in Austin, TX. In 1986, together with her husband, she co-founded 'LFC' - a library furnishing company in the U.K., which currently holds the position of a European market leader. The business was sold in 2000 to DEMCO, Inc. of Madison Wisconsin.

CAREER HIGHLIGHTS TO DATE:

Co-founded Library Furnishing Consultants (LFC) as Director of Marketing, and built the company to become an £18m (\$33m) turnover company through sustained organic growth, acquisition and mergers.

From its inception in 1986, LFC quickly established an excellent reputation and gained market share from their largest competitors, equaling their sales turnover within 5 years of start-up.

The brand is still considered a market leader in Europe: for over 30 years LFC has been awarded a significant number of the largest UK contracts for new or refurbished libraries.

After a family relocation to the United States, in 2007 a business opportunity arose to establish a library furnishing company in Austin, TX

Career

Moira has been employed in the same business for over 33 years. LFC was established in 1986; DEMCO Inc. of Madison, Wisconsin acquired 75% of the company in January 1993 and subsequently purchased the remaining 25% in June 2000. After a career-break from 2003 - 2007, Moira decided to continue her career in the library business, and founded another company in July of 2007, 'Library Interiors of Texas' in Austin, TX. and remains the 100% owner of this company.

Background

Married 42 years - 1 daughter (37yrs) & 1 son (35 yrs)

Excellent health: non-smoker

Full, clean driver's license - Silver Award for Defensive Driving

Interests and hobbies include spending quality time with her family; reading; listening to music; dining with friends; visiting the theater and travel.



EDUCATION

Danum Grammar School (UK)
1967-73

Nene College Northampton (UK)
1973-76

YEARS WITH FIRM

14

LOCATION

Austin, Texas

REFERENCES

Stephanie Fulton Title: Library Director
Texas A&M College Station, MSL
(979) 845-7540
s-fulton@library.tamu.edu

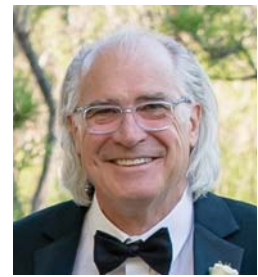
Juan Guerra - Library Director City
of Brownsville
(956) 548-1055 ext. 2135
Juan.Guerra@brownsvilletx.gov

Kelly Skovberg – Library Director
Patrick Heath Public Library
(830) 249-3053
skovbjerg@boernelibrary.org

LIBRARY CONSULTANT

Trevor Taylor

President – Library Interiors of Texas



EDUCATION

Northampton Grammar School (UK)
1971

Royal School of Music (London)
1973

AFFILIATIONS

Fellow Institute of Directors

Associate Member – ALA

Associate Member - TLA

YEARS WITH FIRM

14

LOCATION

Austin, Texas

REFERENCES

Stephanie Fulton - Library Director
Texas A&M College Station, MSL
(979) 845-7540
s-fulton@library.tamu.edu

Juan Guerra – Library Director
City of Brownsville
(956) 481-1055 ext. 2135
Juan.Guerra@brownsvilletx.gov

Kelly Skovberg – Library Director
Patrick Heath Public Library
(830) 249-3053
skovbjerg@boernelibrary.org

Trevor Taylor, the driving force behind Library Interiors of Texas, was born in London, England. Trevor's career began in 1977 and through building strong working relationships with architects, designers, and librarians internationally, became a highly respected specialist in the library community. He has worked on projects across the globe from England, to Eldoret, Kenya to libraries damaged in Kuwait City after the Gulf War. Trevor relocated to the USA in 2003 and over the past 13 years has continued delivering his vision and international expertise to American architects, designers and librarians, throughout the country. In 2007 a desire to provide a more personal and exclusive service to a select group of clients prompted a decision to establish Library Interiors of Texas, based in Austin. With a constant eye on developing trends in librarianship; technology; furniture design; fabrics and finishes, Trevor's goal is to provide interiors that will exceed the expectations of today, but will adapt easily to meet the needs of the ever-changing, and developing library of tomorrow.

SELECT PROJECT EXPERIENCE

Texas A&M University, Medical Science Library College Station, TX

Project Scope: 4 Phase Project Starting in June 2013

Phase 1:

Create a Post Graduate Study center incorporating casual, collaborative and formal study areas.

Phase 2:

Completely remodel the second floor of the Medial Science Library, including reducing the book stock by approximately 50% and increasing the number of formal and casual study areas.

Phase 3:

Renovation of the first floor office and workroom spaces including proposals for replacing all floor coverings (carpets, linoleum and eco friendly rubber flooring)

Provided full interior furniture layout, styles and finishes. Prepared full schematics including 3D renderings of the complete first floor area.

Compiled full furniture and equipment proposal with budgets.

Provided full project management of the interiors furnishing package.

Phase 4:

Completed Special Collections Suite renovation

City of Pflugerville

Pflugerville, TX

Project Scope: Project Completed May 2013

Worked with the Library Director and the Project Architects (Piwonka/Sturrock) on preparation of the interior designs for remodeling and doubling the size of the 15 year old Community Library.

Worked closely with the City Manager, Library Director, Architect, Construction manager , and General Contractor throughout the two year design and construction process.

Provided full project management including; design of all custom furniture: procurement of all loose and fixed furniture; complete interior fit-out; removing all books, furniture and shelving from the area, and relocation after the remodel was complete.

City of Brownsville

Brownsville, TX

Project Scope: Phased Project Starting 2011

Projects include: the conversion of the reference library into a Public Computing Center and Teen Space; conversion of periodicals room into a stylish quiet room for private study; updated all staff desks to accommodate patron self check, with integrated 'Help Desk' functions.

Worked with the Director of Public Information Services and Project Architect on preparation of the interior designs for the new facility. Working in SketchUp produced full 3D rendering of the spaces for presentation to City management.

Provided full project management including: design of all custom furniture; procurement of all loose and fixed furniture; complete interior fit-out.

Work is continuing ...

LIBRARY CONSULTANT

Michael Taylor

Vice President – Library Interiors of Texas

Michael Taylor is a versatile and ambitious young professional, with substantial experience in the field of library interiors and furniture. While in college in Iowa, Michael spent his summers in Texas working with his father, Trevor Taylor, to establish Library Interiors of Texas as a market leader. This valuable experience helped him to 'hit the ground running' once he started working full time, when he graduated from the University of Dubuque in the summer of 2010. Michael has learned the industry from the ground up, working in the family business. These past several years, coupled with a lifetime of watching and learning from Trevor, has instilled in him an appreciation of the importance of libraries, and a passion to continue creating inspiring library interiors.

SELECT PROJECT EXPERIENCE

Texas A&M University, Mary and Jeff Bell Library – Corpus Christi

Corpus Christi, TX

Project Scope: Project Start April 2015

Completely remodeled the main campus library, including reorganization of the book stacks, introducing a dedicated café area, increasing casual and formal study spaces, and integrating collaborative meeting spaces and meeting booths

Provided full interior furniture layout, styles and finishes. Prepared full schematics including 3D renderings of the complete first floor area.

Compilation of complete furniture and equipment proposals, including detailed budgets.

Provided full project management including: design of all custom furniture; procurement of all loose and fixed furniture; complete interior fit-out.

St Mary's University

San Antonio, TX

Project Scope: Project Completed August 2012

Converted first floor of a 1960s library building from dated stack area into a modern 'coffee shop' style casual seating space and to introduced collaborative study areas. Combined new with original 'Knoll' classic furniture pieces.

Provided full interior furniture layout, styles and finishes. Prepared full schematics including 3D renderings of the complete first floor area.

Compiled full furniture and equipment proposal with budgets.

Provided full project management of the interior furnishing package.

City of Brownsville

Brownsville, TX

Project Scope: Phased Project Starting 2011

Projects include: the conversion of the reference library into a Public Computing Center and Teen Space; conversion of periodicals room into a stylish quiet room for private study; updated all staff desks to accommodate patron self check, with integrated 'Help Desk' functions.

Worked with the Director of Public Information Services and Project Architect on preparation of the interior designs for the new facility. Working in SketchUp produced full 3D rendering of the spaces for presentation to City management.

Provided full project management including: design of all custom furniture; procurement of all loose and fixed furniture; complete interior fit-out.

Work is continuing ...



EDUCATION

Madison Area Technical College
2008 - Associate of Liberal Arts

University of Dubuque
2010 – Bachelor of Business
Administration

Harvard University Graduate School
2011 - The Planning and Design of
Public Libraries

AFFILIATIONS

Associate Member - TLA

YEARS WITH FIRM

11

LOCATION

Austin, Texas

REFERENCES

Catherine Rudowsky - Library Director
Texas A&M Corpus Christi
361-825-2644
catherine.rudowsky@tamucc.edu

Caroline Byrd – Library Director
St Mary's University, San Antonio
210-436-3430mExt1317
cbyrd@stmarytx.edu

Juan Guerra – Library Director
City of Brownsville
(956) 548-1055 ext. 2135
Juan.Guerra@brownsvilltx.gov

Section 2

Products & Services

(Quality, Ability & Qualifications)





3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738
Phone: 888-589-5489 Fax: 888-690-5489

Products

Library Interiors of Texas specializes in the supply, delivery and installation of library furniture, shelving and accessories.

Domestic favorites Worden, Estey, Gressco, Leland, Bernhardt and Kingsley, are united with the ultimate in European-inspired products from T2 Design to form just part of our extensive portfolio of *library specific* products.

Products offered include:

- Shelving/End Panels
- Technical furniture
- Computer Workstations
- Lounge/Reception furniture
- Service Desks
- Tables
- Children's Furniture
- Display Equipment
- Teen Furniture
- Formal/Study Seating
- Library Security/Vending Systems
- Collaborative/Team Furniture/Systems
- Booths & Pods
- Case Goods
- Custom Furniture Design





3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738
Phone: 888-589-5489 Fax: 888-690-5489

Skills & Services

- Needs Assessment
 - Review of book and media stock (current and planned)
 - Review of study, casual, and collaborative furniture requirements
 - Establish expectations for power, data, and technology integration
 - Evaluate current workflow/practices
 - Assessment of current and future security system requirements
 - Establish criteria for space allocation – public/staff
 - Discuss and identify furnishing style and quality benchmarks
 - Establish initial budgets and estimates for interior fit-out
- Interior Design
 - 2D and 3D space planning
 - Work within ADA guidelines
 - Program complete building space allocation
- Custom Furniture Design
 - Design, and fabrication of library specific furniture
- Preparation of FF&E schedules
 - Identify quantities based on needs assessment and final floor plans
 - Compile FF&E lists by category
 - Prepare specifications based on established quality expectations and budget
 - Include LEED requirements, if appropriate
 - Provide drawings of any custom items
- Project Management
 - Finalize furniture selections, with client, based on approved specifications and budget
 - Issue POs to selected vendors
 - Manage lead times, and delivery schedule for all selected vendors
 - On site presence for all furnishing deliveries
 - Inspect, and approve quality, and workmanship for all products
 - Installation of all furniture by experienced/qualified labor, supervised by Project Manager
 - Final inspection, and adjustments to ensure project meets customers' expectations



Product and Service Quality Control Procedures

Quality control of product begins at our vendor partners' factories. Well-built and properly packaged furniture arrives on-site without transit damage. Prevention goes a long way in eliminating service or warranty calls, most of which are reported within the first 30 days of usage. Our vendors and LI-TX go to great lengths to ensure that products are neither damaged while in transit, nor damaged during unloading. Should minor defects show up during the installation, all such defects will be repaired or replaced promptly. Our installers are trained and equipped to refinish and repair minor scratches during the installation process. If parts are needed to enact the service/warranty work, most of our suppliers either have extensive spare parts departments, or have the capacity to quickly re-make a one-of-a-kind part. Our mission is twofold: eliminate the need for service calls, but when required, to respond quickly.

All senior managers of Library Interiors of Texas serve as first responders for all Service needs. Each carries a smart phone that connects them via phone or email with customers, our own data bank of orders, and invoices, as well as the Service Department[s] of all the various manufacturers, which will be represented on the Contract. All senior managers are available during normal business hours (8:00am-5:00pm CST).

All 'after-hour' customer service needs are handled exactly the same as during the normal business day, [8:00am-5:00pm CST]. The LI-TX staff member who receives that call initiates a company-wide conference call to determine what assets are needed and what plan of action is most agreeable to the customer. That plan is then approved, or rejected by the customer. If approved, we proceed immediately. If rejected, we submit an alternate plan until an acceptable resolution is reached.

Should any customer be dissatisfied with any of our supplied products or services, they should contact us immediately. We will discuss with them the problem[s] and then plan for remediation that is acceptable to all involved. If necessary, we will send service staffs to the site to further assess the nature of the problem, the probable cause, and the best method of correction. In many cases, a few digital photographs taken on-site and sent to us via email will supply all of the information needed for a quick resolution.

Onsite Safety Control Procedures

Library Interiors of Texas make the safety of our employees, and fellow workers a top priority. Our approach to safety is based upon industry guidelines, installation procedures from our various manufacturers, and the collective experience of our senior leadership. With almost 50 years of combined experience in the design, layout and installation of library furniture on a worldwide basis, we train our employees based upon our own personal experience.

We follow the safety guidelines provided by all tool suppliers including, where applicable, safety glasses, proper electrical cordage and grounding, blade guards and ventilation. Employees that operate vehicles have had training specific to that vehicle. Crew leaders have received basic First Aid training and new first aid kits are provided at the onset of each project. No chemicals are used during our installation or cleanup other than those approved for household usage. Where required by specific jobsite rules, all workers will wear protective headgear, ear, and eye protection. Individual employees will not have permanent ID badges unless provided by others; all will have clearly visible nametags. Furniture installation will not be started until facility is properly lighted, dust-controlled and air conditioned for protection of product and our staff.





Safe and Secure School Policy

Library Interiors of Texas operates a strict non-smoking/ no alcohol policy in all buildings and vehicles owned by the company.

Our operatives are not permitted to carry weapons during working hours.

Library Interiors of Texas is currently working with The Texas Department of Public Safety towards obtaining an account with the Contractor Entity Agreement for the Fingerprint-based Applicant Clearinghouse of Texas (FACT). Once approved this will provide us with the ability to screen all employees and sub-contractors whose duties are likely to be performed on school property or at another location where students are regularly present.

Section 3
Projects Portfolio
(Past Successes)



Project Case Study



3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738
Phone: 888-589-5489 Fax: 888-690-5489

Brownsville ISD Literacy Innovations for Book Reading Opportunities (LIBRO) (Innovative Approaches to Literacy (IAL) Grant)

Project Scope and Implementation

On October 4, 2018 Library Interiors of Texas (LI-TX) received a letter from Dr. Esperanza Zendejas, Superintendent of Schools for Brownsville ISD (BISD), welcoming LI-TX as part of the team charged with the task of remodeling all 57 BISD school libraries over the following 3 years, as part of the LIBRO project.

LIBRO was BISD's initiative, implemented to meet the Innovation Approaches to Literacy (IAL) Grant program, designed to develop and improve literacy skills for children and students from birth through 12th grade, at three high-need local educational agencies (LEAs). BISD is the highest ranked school district in Texas and fifth ranked in the Nation, with the highest economically disadvantaged student percentage ages 5-17 years of age (39.78%) comparing districts above 46,000-student enrollment (Small Area Income and Poverty Estimates-SAIPE).

Work on the three-year project began in early 2019 with a tour of the Year 1 campuses; 11 Elementary Schools, 2 Middle schools and 3 High Schools. With the knowledge that all 16 schools were to be completed by September of the same year, it was imperative for all parties to understand that time was of the essence. With value for money and time constraints in mind BISD placed an order with LI-TX as the FF&E contractor for the LIBRO project utilizing their Choice Partners Cooperative contract.

In close collaboration with Mr. Edwin Barrera, of the BISD Grant Department and Dr Cantu of the BISD Maintenance Department, the LI-TX team of library specialists met with all 16 school librarians to complete a needs assessment for each school library. Draft floor plans were prepared as a working document for discussion with the LIBRO team at each school, and fine-tuned, until a final layout was agreed and approved.

With the floor plan for each school established, a scope of work was then developed, which included; minor renovations, flooring, painting, furniture/shelving selection and color schemes.

Programming the remodeling of each campus was the next key step, as all major work needed to be completed during the summer recess (approx. 10 weeks).

All books and furniture/shelving that was to be reused, needed to be picked up and stored in classrooms to allow for reflooring and

painting. However, none of this could be done until school was out in the last week of May.

A rolling program of remodeling began as soon as schools finished for the summer break. Working with four teams LI-TX coordinated the renovation work, starting with the removal of existing flooring, minor construction projects, then reflooring and painting.

When the newly renovated libraries were ready for occupation, shelving and furniture was delivered and installed, and books were returned to the libraries and reshelved.

With the Year 1 renovation process completed, a series of ribbon cuttings were planned, and the sixteen school libraries were officially opened to the students, most of whom had not seen the spaces during renovation so were seeing the library transition for the first time.

With Year 1 of the LIBRO Grant substantially complete the team turned its attention to the Year 2 group of schools; 12 Elementary Schools, 4 Middle Schools, and 2 High Schools.

The team followed the same procedures as in Year 1, until progress stalled in March 2020 as the country ground to a halt due to the COVID pandemic.

With the restriction of face-to-face meetings, video conferencing became the only way to complete the planning process, without causing considerable delays which could have jeopardized the whole project.

The use of video conferencing worked very well and once the team regained momentum, year 2 followed the same protocol as Year 1, and despite a slight overrun due the onset of COVID, 17 of the 18 schools were completed within a slightly extended timeframe.

The final year of the LIBRO project involved; 11 Elementary Schools, 3 Middle Schools and 2 High Schools. Planning meetings continued to be mainly via video, which was not ideal, but allowed the development of the scope of work for each school to progress without too much delay to the overall project. With the scope for each school completed, materials were ordered for the renovations and interiors fit out.

Further issues caused by the COVID pandemic persisted and increased. Supply chain delays and unexpected price increases started to become the norm which added an additional level of complexity to what was already a tightly financed and time sensitive project.



Despite all odds, the project reached substantial completion in December, 2021 with the exception of 3 schools; 2 that are to be closed and one High School, which is being remodeled outside the LIBRO Grant.

Collaborating with Mr. Barrera and the BISD group of education professionals provided LI-TX with the perfect opportunity to deliver interiors that meet and exceed the principles of LI-TX's design ideals. The group's willingness to embrace the concept of building spaces that, in the words of Mr. Barrera, 'provide a wow factor' enabled LI-TX to push the envelope, resulting in landmark libraries that other school districts will almost certainly want to emulate.

Throughout the project the assistance of the BISD Maintenance Department's management team and their crews; installing replacement floors, providing electrical/data connections, upgrading lighting and A/C, made it possible to complete work that would otherwise have been beyond the financial constraints of the Federal Grant.

The LIBRO Grant allowed the team at LI-TX the opportunity to embrace their philosophy to build library interiors that are modular, adjustable, flexible, and durable – 'Living Libraries' – spaces that can morph and adapt to the ever-changing demands of a modern learning environment. The LI-TX objective is to always craft school library interiors that are fresh, interesting and exciting enough to motivate student to visit because they *want to*, not because they *have to*.

LI-TX's aim is not to just create another classroom, but to design themed educational surroundings to thrill and stimulate. From pre-K through 12th grade encouraging every child to consider the library as the center of learning, contemplation, collaboration, creativity and social interaction, so that when they advance to higher education and ultimately into adulthood, the foundation is set for lifelong learning, with libraries as the constant



[> Click Here to View Project Photo Gallery <](#)



Past Projects Overview



3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738
Phone: 888-589-5489 Fax: 888-690-5489

City of Brownsville

Project Scope:

Projects include, the conversion of the reference library into Public Computing Center and Teen Space, conversion of periodicals room into a stylish quiet room for private study, update all staff desks to accommodate patron self-check, with integrated 'Help Desk' functions.

Worked with the Director of Public Information Services and Project Architect on preparation of the interior designs for the new facility. Working in SketchUp we produced full 3D rendering of the spaces for presentation to City management.

Provided full project management including; design of all custom furniture: procurement of all loose and fixed furniture; complete interior fit-out.

Work is continuing ...

City of Pflugerville

Project Scope:

Worked with the Library Director and the Project Architects (Piwonka, Sturrock) on preparation of the interior designs for remodeling and doubling the size of the 15-year-old Community Library.

Work closely with the City Manager, Library Director, Architect, Construction manager, and General Contractor throughout the two-year design and construction process.

Provided full project management including; design of all custom furniture: procurement of all loose and fixed furniture; complete interior fit-out; and removing all books, furniture and shelving from the area, and relocation after the remodel was complete. minor construction projects, then reflooring and painting.

Patrick Heath Public Library – Boerne TX

Project Scope:

Worked with the Library Director and Project Architect on preparation of the interior designs for the new facility. Working in SketchUp we produced full 3D rendering of the space for presentation to City management.

Based on current and predicted book and media item counts, advised on stock locations and prepared floor plans to facilitate the move into the new library.

Provided full project management including; design of all custom furniture: procurement of all loose and fixed furniture; complete interior fit-out; and book move from their existing facility to the new building

Texas A&M University, Medical Science Library – College Station

Project Scope:

Created a Post Graduate Study center incorporating casual, collaborative and formal study areas. Completely remodeled the second floor of the Medical Science Library, including reducing the book stock by approximately 50% and increasing the number of formal and casual study areas. Renovated the first-floor media center, offices and workroom spaces including proposals for replacing all floor coverings (carpets, linoleum and eco-friendly rubber flooring). Transformed the second-floor meeting/exhibition space into Special Collection Suite, incorporating a fully glazed, climate-controlled room to house books and artifacts, and a versatile collaboration/meeting area for events, meetings, and group study.

Provided full interior furniture layout, styles and finishes. Prepared full schematics including 3D renderings of the complete library.

Compiled full furniture and equipment proposal with budgets.

Provided full project management of the interiors furnishing packages.

Texas A&M University, Mary and Jeff Bell Library – Corpus Christi

Project Scope:

Completely remodel the main campus library, including reorganization of the book stacks, introducing a dedicated café area, increasing casual and formal study spaces, and integrating collaborative meeting spaces and dedicated meeting booths

Provided full interior furniture layout, styles and finishes. Prepared full schematics including 3D renderings of the complete first floor area.

Compilation of complete furniture, and equipment proposals, including detailed budgets.

Provided full project management including; design of all custom furniture: procurement of all loose and fixed furniture; complete interior fit-out.

St Mary's University

Project Scope:

Converted the first floor of a 1960s library building from dated stack area into a modern 'coffee shop' style casual seating space and introduced collaborative study areas. Combined new with original 'Knoll' classic furniture pieces.

Provided full interior furniture layout, styles and finishes. Prepared full schematics including 3D renderings of the complete first floor area.

Compiled full furniture and equipment proposal with budgets.

Provided full project management of the interior-furnishing package.

Work is continuing on other levels of the building



Past Projects Overview



3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738
Phone: 888-589-5489 Fax: 888-690-5489

City of New Braunfels

Project Scope:

Worked with the Library Director and the Library Foundation Chair on preparation of the interior designs for remodeling the 10-year-old Children's Library. Working in SketchUp we produced full 3D rendering of the space for presentation to Library Foundation Group

The Foundation used our concept designs and presentations to raise the \$200,000 required for the remodel.

After 2 years of fund raising the project was completed in September 2012.

LI-TX managed all aspects of the project including; design of all custom furniture; procurement of all loose and fixed furniture; complete interior fit-out; and removing all books, furniture and shelving from the area, and relocation after the remodel was complete.

Works has now started on a phased renovation of the adult library and staff areas. The first phase, the circulation area, was completed in January 2022 and attention has turned to a slight update of the, now ten-year-old, children's library, and next to an exciting transformation off the teen area.

Victoria Public Library

Project Scope:

Phased project to update and remodel the 25-year-old interior.

Working with the Library Director on preparation of the interior designs for remodeling the library, we produced floor plans and full 3D renderings of the space, and have completed several phases of the renovation.

In early 2020 the carpet was replaced throughout the main library and executive offices. This work entailed moving all shelving, furniture and books to allow for removal of the existing carpet and installation of new carpet tiles and rubber flooring. The move provided the opportunity to redesign the floor plan of the library to allow for a more cohesive arrangement of the collection, better accessibility for patrons, and improved supervision for staff.

LI-TX provided full project management for each remodeling phase including; design of all custom furniture; procurement of all loose and fixed furniture, shelving, carpet tiles, rubber flooring, furniture/book moving, and installation off all items.

Houston Community College

Project Scope:

Working with the facilities management company 'Kay Davis Associates' LI-TX completed the interior fit-out of five new campus libraries for Houston Community College.

Based on the architectural floor plans, and using current and predicted book and media item counts, LI-TX advised each library manager on collection locations, and prepared floor plans to facilitate moving into each new library.

Part of the brief was to treat each library independently according to location, student demographic, and architectural aesthetic.

LI-TX provided total project management including; design of all custom furniture; procurement of all loose and fixed furniture, and complete interior fit-out.

[> Click Here to View Flickr Photo Gallery <](#)



Section 4

References

(Past Performance & Evaluation of Service)



**LIBRARY
INTERIORS
OF TEXAS**



3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738
Phone: 888-589-5489 Fax: 888-690-5489

References

- Institution:** **City of Brownsville**
Address: Brownsville Public Library System
2600 Central Blvd,
Brownsville, TX 78520
Contact: Juan Guerra Title: Library Director
956-548-1055 ext. 2125
Juan.Guerra@brownsvilletx.gov
- Institution:** **City of Arlington**
Address: Arlington Public Library
101 S Center Street
Arlington, TX 76010
Contact: Lee Shqeir Title: Library Business Administrator
817-459-6903
Lee.Shqeir@arlingtontx.gov
- Institution:** **City of Dallas**
Address: Dallas Public Library
1515 Young Street
Dallas, TX 75201
Contact: Clinton Lawrence Title: Assistant Library Director
214-670-7835
clinton.lawrence@dallascityhall.com
- Institution:** **City of New Braunfels**
Address: New Braunfels Public Library
700 E. Common Street
New Braunfels, TX 78130
Contact: Gretchen Pruett Title: Library Director
830-221-4322
GPruett@nbtexas.org
- Institution:** **City of Mercedes**
Address: Dr Hector P. Garcia Memorial Library
434 S. Ohio Avenue
Mercedes, Texas 78570
Contact: Marisol Vidales Title: Library Director
956-565-2371
mvidales@cityofmercedes.com

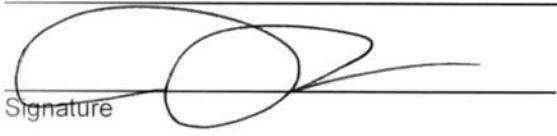
PERFORMANCE EVALUATION SURVEY

Name of Vendor Being Surveyed: Library Interiors of Texas, LLC

NO.	Criteria	Unit	Score
1	Ability to maintain schedule and provide results in a timely manner	(1-10)	9
2	Quality of Products and/or Service	(1-10)	9
3	Ability to understand the needs of your agency	(1-10)	10
4	Vendor's participation and assistance when "issues" arise	(1-10)	10
5	Close out process (invoicing, no unexpected/hidden fees)	(1-10)	10
6	Billing statements provided are easy to understand	(1-10)	9
7	Ability to follow your agency's rules, regulations, and requirements	(1-10)	9
8	Communication with your agency regarding schedules and timelines	(1-10)	10
9	Vendor provides value added services with satisfaction of your agency	(1-10)	9
10	Overall customer satisfaction based on performance (comfort level in using vendor again)	(1-10)	9

Total Points 94

Any additional comments regarding vendor/services provided: _____


Signature

1/13/2022
Date

Susan S. Guerra
Printed Name

Library Services Director
Title

Brownsville Public Library
Organization

(956) 548-1055 ext 2185
Phone Number

Thank you for your time and effort in assisting the vendor in this important endeavor. Please email this survey back to the firm requesting it as soon as possible so they can include in their response.

PERFORMANCE EVALUATION SURVEY

Name of Vendor Being Surveyed: Library Interiors

NO.	Criteria	Unit	Score
1	Ability to maintain schedule and provide results in a timely manner	(1-10)	10
2	Quality of Products and/or Service	(1-10)	10
3	Ability to understand the needs of your agency	(1-10)	10
4	Vendor's participation and assistance when "issues" arise	(1-10)	10
5	Close out process (invoicing, no unexpected/hidden fees)	(1-10)	10
6	Billing statements provided are easy to understand	(1-10)	10
7	Ability to follow your agency's rules, regulations, and requirements	(1-10)	10
8	Communication with your agency regarding schedules and timelines	(1-10)	10
9	Vendor provides value added services with satisfaction of your agency	(1-10)	10
10	Overall customer satisfaction based on performance (comfort level in using vendor again)	(1-10)	10

Total Points 100

Any additional comments regarding vendor/services provided: In particular Michael Taylor is very knowledgeable and very intuitive in working with a customer to learn the project needs and offering solutions to meet the needs. Quality service and representative of a wide variety of manufacturers.

Lee Gene Shgeir
Signature

1/13/22
Date

Lee Gene Shgeir
Printed Name

Library Business Administrator
Title

Arlington Public Library
City of Arlington
Organization

817 459 6903
Phone Number

Thank you for your time and effort in assisting the vendor in this important endeavor. Please email this survey back to the firm requesting it as soon as possible so they can include in their response.

PERFORMANCE EVALUATION SURVEY

Name of Vendor Being Surveyed: Library Interiors of Texas, LLC

NO.	Criteria	Unit	Score
1	Ability to maintain schedule and provide results in a timely manner	(1-10)	10
2	Quality of Products and/or Service	(1-10)	10
3	Ability to understand the needs of your agency	(1-10)	10
4	Vendor's participation and assistance when "issues" arise	(1-10)	10
5	Close out process (invoicing, no unexpected/hidden fees)	(1-10)	10
6	Billing statements provided are easy to understand	(1-10)	10
7	Ability to follow your agency's rules, regulations, and requirements	(1-10)	10
8	Communication with your agency regarding schedules and timelines	(1-10)	10
9	Vendor provides value added services with satisfaction of your agency	(1-10)	10
10	Overall customer satisfaction based on performance (comfort level in using vendor again)	(1-10)	10

Total Points 100

Any additional comments regarding vendor/services provided: Very attentive to detail and provides quality materials.

Top notch customer service.


Signature

1.13.22
Date

Clinton Lawrence
Printed Name

Assistant Director
Title

City of Dallas- Dallas Public Library
Organization

214-670-7835
Phone Number

Thank you for your time and effort in assisting the vendor in this important endeavor. Please email this survey back to the firm requesting it as soon as possible so they can include in their response.

PERFORMANCE EVALUATION SURVEY

Name of Vendor Being Surveyed: Library Interiors of Texas, LLC

NO.	Criteria	Unit	Score
1	Ability to maintain schedule and provide results in a timely manner	(1-10)	9 *
2	Quality of Products and/or Service	(1-10)	10
3	Ability to understand the needs of your agency	(1-10)	10
4	Vendor's participation and assistance when "issues" arise	(1-10)	10
5	Close out process (invoicing, no unexpected/hidden fees)	(1-10)	10
6	Billing statements provided are easy to understand	(1-10)	10
7	Ability to follow your agency's rules, regulations, and requirements	(1-10)	10
8	Communication with your agency regarding schedules and timelines	(1-10)	10
9	Vendor provides value added services with satisfaction of your agency	(1-10)	10
10	Overall customer satisfaction based on performance (comfort level in using vendor again)	(1-10)	10

Total Points _____

Any additional comments regarding vendor/services provided: We have worked with vendor on numerous projects and will continue to use them in the future.

Gretchen Pruett
Signature

1-13-2022
Date

Gretchen Pruett
Printed Name

Library Director
Title

City of New Braunfels Public Library
Organization

830-221-4322
Phone Number

Thank you for your time and effort in assisting the vendor in this important endeavor. Please email this survey back to the firm requesting it as soon as possible so they can include in their response.

* - I don't know any provider that can score a 10 in this age of pandemic supply chain issues.

PERFORMANCE EVALUATION SURVEY

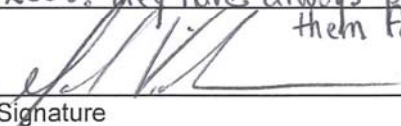
Name of Vendor Being Surveyed: Library Interiors of Texas, LLC

To Whom It May Concern:

NO.	Criteria	Unit	Score
1	Ability to maintain schedule and provide results in a timely manner	(1-10)	8
2	Quality of Products and/or Service	(1-10)	10
3	Ability to understand the needs of your agency	(1-10)	10
4	Vendor's participation and assistance when "issues" arise	(1-10)	10
5	Close out process (invoicing, no unexpected/hidden fees)	(1-10)	10
6	Billing statements provided are easy to understand	(1-10)	10
7	Ability to follow your agency's rules, regulations, and requirements	(1-10)	10
8	Communication with your agency regarding schedules and timelines	(1-10)	8
9	Vendor provides value added services with satisfaction of your agency	(1-10)	10
10	Overall customer satisfaction based on performance (comfort level in using vendor again)	(1-10)	10

Total Points 96

Any additional comments regarding vendor/services provided: I have worked with Library Interiors since 2008. They have always provided excellent customer service and beautiful products. I would use them for all our projects if it were possible.


Signature

1/14/2022
Date

Marisol Vidales
Printed Name

Library Director
Title

Dr. Hector P. Garcia Memorial Library
Organization

956-565-2371
Phone Number

Thank you for your time and effort in assisting the vendor in this important endeavor. Please email this survey back to the firm requesting it as soon as possible so they can include in their response.



3503 Wild Cherry Drive, Building 4, Lakeway, TX 78738
Phone: 888-589-5489 Fax: 888-690-5489

Client List

City of Abilene
City of Arlington
City of Boerne
City of Brownsville
City of Bryan
Cameron County
City of Coppell
City of Dallas
Fort Bend County
City of Harlingen
Hidalgo County
City of Houston
City of Irving
City of Lewisville
City of McKinney
City of Mercedes
Midland County
City of Pasadena
City of Pflugerville
City of Prosper
Reeves County

Saline County, AR
City of San Antonio
City of San Marcos
City of Sherman
Tom Green County
Brownsville ISD
Alvin ISD
Port Aransas ISD
Pleasanton ISD
Sheldon ISD
All Saints Episcopal School – Beaumont
John Cooper School - Houston
College of the Mainland
Our Lady of the Lake University
Texas A&M University – College Station
Texas A&M University – Corpus Christi
University of North Texas – Dallas
University of North Texas – Fort Worth
University of Texas at San Antonio
Texas Southern University - Houston
Tulane University – New Orleans

Links to Informational Company Videos:

[Library Interiors of Texas - Why Us?](#)

[History of Library Interiors of Texas](#)

[Meet the Team](#)

[Custom Capabilities](#)

[Book Moves](#)





AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

To Whom It May Concern,

BISD was able to complete 52 of 53 Brownsville Independent School Library renovations in three years with Library Interiors of Texas (LI-TX). The last one will be completed in an approved continuation year. Brownsville ISD, Aransas County ISD and Port Aransas ISD was included as a recipient of the 2018 United State Education Department (ED) Innovative Approaches to Literacy (IAL) Grant. The Literacy Innovations for Brownsville Reading Opportunities (LIBRO) Grant, a federally funded project with a three year timeline was the highest awarded grant in the nation with an aggressive plan to renovate all BISD, ACISD and PAISD School Libraries. BISD did not have the capacity to do this work in house so LI-TX was approved by the BISD School Board to complete the job as a turnkey operations for floors, walls, windows, lights, shelves and furniture addressing the customized needs of each library. Mr. Trevor Taylor's team consisting of Michael Taylor, Patrick Feist, Alonso Construction with experienced installers were absolutely wonderful throughout this process.

LI-TX provided their immense knowledge and expertise in library function and design for all libraries. They worked to give each library a customized look with a directional theme to meet the schools needs and culture. LI-TX was available throughout the process to include campus visitations, phone calls, texts and zoom meetings. The designs fit the campus needs, preferences and budgets. BISD received raving reviews by the community and school board with the designs and quality of products provided despite working through the production delays of a pandemic. The projects were completed on time and within the scope of the IAL grant.

It has been a pleasure to work with the entire LI-TX team as their professionalism is beyond the call of duty. BISD highly recommends the services provided by LI-TX to any other school district.

A handwritten signature in blue ink, appearing to read "Edwin Barrera", is written over a blue horizontal line.

Edwin Barrera, BISD IAL Director

1900 Price Road • Brownsville, Texas 78521-2417 • (956) 548-8000 • Fax: (956) 548-8019



To Whom It May Concern,

We have completed two school library renovations with Library Interiors of Texas and are working on our third. Port Aransas ISD was included as a recipient in the LIBRO Library Renovation Grant, a federally funded project with a three year timeline. We have renovated one library a year since 2019. Trevor Taylor and Dee Steele have been absolutely wonderful throughout this process.

Trevor Taylor has provided his immense knowledge and expertise in library function and design for all three of my libraries. He worked to give each one, elementary, middle and high school, a different feel and it's own style to fit the patron's level. His designs have brought our libraries fresh new life and functionality. Trevor traveled to visit each campus multiple times, and worked his designs to fit our needs, preferences and budgets. We are completely thrilled with the designs and quality of products provided. So much thought was put into it, all while working through the production delays of a pandemic. Our projects have still been completed on time!

The service provided by Library Interiors of Texas is next to none. From the design process, to ordering and vendor selection, to the final installations. Both Trevor and Dee have worked to make our experience as smooth and easy as possible. Their installation team is incredible as well, so respectful of any restrictions on time or space and incredibly efficient. They really know their service and do it with a smile!

It has been a pleasure to work with their entire team. I am sorry to see our current projects coming to an end as I have truly enjoyed working with them, but incredibly happy with the results. I highly recommend the services provided by Trevor and his team at Library Interiors of Texas! I would work with this amazing team again in a heartbeat.

A handwritten signature in black ink that reads "Meghan Zigmond". The signature is written in a cursive, flowing style.

Meghan Zigmond
District Librarian, Port Aransas ISD



January 2021

To Whom It May Concern:

Having been through a library building project I knew when the Saline County Library began planning a remodel that we would need professional help. Our 15-year-old buildings needed a refresher, but we wanted a company that understood our design needs and our budget restraints.

The team at Library Interiors of Texas was perfect for the job. They work collaboratively and really listen to your concerns. Trevor Taylor's years of experience in the library field and understanding of trends were extremely helpful in our decision-making.

Once they finished our branch library we engaged them for our main library remodel. They made what can be a painful experience, a very positive and exciting process. The staff and public are all pleased by the look of our buildings.

Most importantly, they took care of everything from bidding to installing. Both projects were executed very professionally and I would definitely recommend the company to anyone looking to build or remodel their facility.

Patricia Hector
Director
Saline County Library





Queen City of the Rio Grande Valley

February 11, 2021

To Whom It May Concern:

My relationship with Library Interiors of Texas and Trevor and Michael Taylor began around 2009 with the Brownsville Public Library System (BPLS) as a Branch Manager. Library Interiors was responsible for a large part of the renovations of the library, from custom end panels to a whole new computer resource center. When I transitioned into a Library Director role with the Dr. Hector P. Garcia Memorial Library (DHPGML), I immediately knew who to turn to for renovations to my library. The beauty of Library Interiors is that they are willing to work with you over a period of time. Unlike BPLS, DHPGML has a much smaller and limited budget but I have been able to incorporate new items almost every year that continue to carry a cohesive design. Through time, new members have been added to the Library Interiors team such as, Delmarius Steele. He has been just as attentive and friendly as the founders. In truth, the entire Library Interiors team is professional, friendly, and highly skilled. Every order feels like you are a high-end customer, from letting you select from multiple companies and actual physical samples to taking care of every aspect of the delivery including installation and clean up. Furthermore, if they don't have exactly what you need they are willing to create custom designs. For us, they've done custom designs from our café to our children's computer desk. I wish every vendor and transaction worked exactly as Library Interiors does, it would make all librarians lives so much easier. I will continue to work with Library Interiors for years to come and I know I will get durable and beautiful products and great service every time.

Sincerely,

Marisol Vidales
Library Director



CITY OF VICTORIA

Established 1824, Founded By Congress, Republic of Texas, 1839

VICTORIA PUBLIC LIBRARY

302 N. Main Street

It has been a pleasure doing business with Library Interiors of Texas as we completed our library renovation. They have been very responsive, attentive to our needs and gone above and beyond to make things right. We will certainly continue to do business with them in the future.

Dayna Williams-Capone
Director
Victoria Public Library

CITY OF NORTH RICHLAND HILLS

The City of North Richland Hills recently completed a re-carpeting project at our Public Library. This project required several contractors to work in coordination with each other to perform not only the carpet removal and installation, but also with the moving services of the stacks and furniture. Library Interiors of Texas performed our moving services and did an-outstanding job.

Library Interiors is reliable and dependable. They are a specialized company with great customer service and easy to work with. They understand what it takes for a project to be successful. Their onsite staff worked with city staff to keep sections of the Library open to the public through careful planning and clear and consistent communication with the Library's staff.

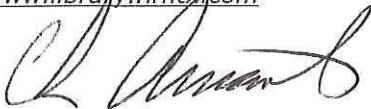
Their work ethic and library moving expertise made this project very successful. Their staff, particularly the project manager Jonathon, has in depth knowledge of what it takes to move a library collection and did an outstanding job in all facets of this project, from the estimating phase, preconstruction meetings, site work, and finally completing the final punchlist items. They also made recommendations that enhanced our proposed shelving layout, making it more patron-friendly and creating more open spaces. They went above and beyond our expectations and provided exemplary customer service throughout the project.

Library Interiors of Texas is a top notch company. We highly recommend Library Interiors of Texas.



Cecilia Barham

*Director of Library Services
North Richland Hills Library
9015 Grand Ave.
North Richland Hills, TX 76180
817-427-6813
www.library.nrhtx.com*



Chris Amarante

*Director of Facilities & Construction
City of North Richland Hills
6110 Dick Fisher Dr. West
North Richland Hills, TX 76180
817-427-6360*



LEWISVILLE

Deep Roots. Broad Wings. Bright Future.

Lewisville Public Library

The Lewisville Public Library has worked with Library Interiors several times over the past five years and highly recommend their services. Our projects together have ranged from simple furniture replacements, to custom projects like designing interactive children's exhibits or replacing a service desk. Library Interiors has always been willing to take the time to tweak each project multiple times to our needs. They have delivered samples, taken us to see furniture in other locations, and visited our building with each project to get a true grasp of the project. Library Interiors helps come up with options that are within budget and of the quality that is needed in a high-volume, public setting. Library Interiors also does an excellent job of managing the delivery and installation of any purchase. Working with them feels like "white glove" delivery every time.

Purchasing with Library Interiors has gone well for our City because they participate in state-wide contracts, which makes the process run much smoother through our Finance department. We also appreciate that Library Interiors was willing to work with us on projects over a long period of time. In many cases, Library Interiors worked with us to get an estimate of cost before we ever requested funding. They were always willing to put in the time for the initial quote and then to refine selections.

Each project we have completed in partnership with Library Interiors has met and exceeded our expectations. Our combined vision and their expertise have resulted in long-lasting results which make the Library a better place for our patrons.

Sincerely,

Carolyn Booker
Director of Library Services
Lewisville Public Library

October 19, 2020

To Whom It May Concern:

When SAMMinistries learned that the funding had been awarded to renovate the Tee Center at our Transitional Living and Learning Center (TLLC), we immediately looked to Library Interiors of Texas for their help.

Patrick and the team from Library Interiors visited the space and helped develop a vision for the Teen Center and a plan to maximize its use both for skill building and social-emotional growth. The result is a multi-purpose room that allows for the facilitation of workshops to help teens build confidence and resilience, computer workstations to help with schoolwork, and games and gaming equipment to normalize the teen experience.

The Teen Center renovation project included knocking down walls to enhance the layout of the room, new flooring, paint colors, and furnishings that invite teens to use the space both for learning and fun.

We are again, thrilled with the outcome and the support of the Library Interiors team throughout the process. Patrick and the team exceeded our expectation and the result has been like a dream come true for the homeless teens living with their families at the TLLC. With the help of Library Interiors, we have created a safe, shared space to help teens overcome the trauma of homelessness.

Sincerely,



Nikisha J. Baker
President and CEO



4000 Galleria Parkway
Bee Cave, Texas 78738
512.767.6620
www.beecavetexas.gov

December 14, 2017

To Whom It May Concern:

We recently completed a remodeling project in our library with the help of Michael Taylor and Delmaris Steel of Library Interiors of Texas. This was a relatively small project for them but they treated us and the project as if this were a million-dollar makeover at much larger library.

The team from LI-TX is friendly, knowledgeable, and very creative, but most importantly, they are good listeners who understand libraries. They made multiple visits to our site and helped us find great solutions to our space challenges that fit within the budget of our small public library. They work frequently with The Tocker Foundation and helped us frame our successful grant request for \$50,000 from the foundation.

The project was completed on time and on budget, and our community absolutely loves the results. I wholeheartedly recommend working with Library Interiors of Texas no matter the size of your library or your project.

Sincerely,

A handwritten signature in black ink that reads "Barbara D. Hathaway".

Barbara D. Hathaway
Library Director
Bee Cave Public Library



To Whom It May Concern:

For several years, the Blume Library staff dreamed of creating a learning commons on one floor of the library. We knew we wanted an open space that facilitated collaborative learning with a variety of technologies, services, comfortable seating and work stations, and flexibility for users.

When funding unexpectedly became available, we had to move fast to make our dreams a reality. That's when Library Interiors of Texas came to our rescue. Trevor and Michael Taylor formulated a creative vision which perfectly captured our goals for a learning commons and was within our budget.

With their design expertise and knowledge of quality products, Trevor and Michael were able to provide us with excellent choices, including refreshing some of our classic furniture with colorful new finishes. The colors, shapes, and styles of furniture flow beautifully through the open floor and create opportunities for group or individual study, as well as social interaction.

We're thrilled with the end result of Michael and Trevor's endeavors; the Cotrell Commons is the most popular spot on campus with students and faculty. What made the whole process a pleasure for me was the attentiveness, communication, and responsiveness that characterized every step of the project. The Library Interiors staff is the best!

Caroline Byrd
Acting Director, Blume Library/Cotrell Commons



To whom it may concern,

The City of Brownsville, Texas, participates in *the Choice Facility Partners* (CFP) cooperative purchasing organization. Doing business with CFP vendors has been both advantageous and beneficial in delivering goods and services in a timely and cost effective manner.

As part of the City of Brownsville, the Brownsville Public Library System has worked with *Library Interiors of Texas, Inc.* to supply custom and standard case goods such as desks, reading tables, chairs, computer furniture, display cases, custom built and designed display systems, shelving end panels, book shelving, etc. Library Interiors extensive experience in the library field along with their excellent resources and staff have greatly benefited our library system in creating unique “spaces” within our libraries that provide improved customer service and a comfortable, relaxing, and enjoyable experience for our residents.

Working with a CFP vendor such as *Library Interiors of Texas, Inc.* has provided our Library System a resource for the technical expertise we needed in not only the final product, but also the overall planning and development of interior projects including new furniture packages and interior design.

Most vendors basically provide one “style” of product, but *Library Interiors* provides the style that best suits your facility either with standard products available from their manufacturers or custom designed just for your facility as part of their in-house T2 Designs. Their abilities are extensive and include being able to provide complete design services, including 3D rendering of projects, concept planning, workflow analysis, LEEDS accreditations, ADA requirements for furniture, along with creating designs that “work” with your facilities style, needs, and budget. Most importantly, the staff of *Library Interiors of Texas, Inc.* provides the best thing any vendor could ever provide, they listen.

Utilizing a CFP vendor, such as *Library Interiors* has improved our library system by greatly decreasing the time it takes to develop new services and has saved funding in staff time with the best value contract pricing. Over all, I highly recommend *Library Interiors of Texas, Inc.* and greatly encourage others to utilize the services provided by the *Choice Facility Partners* purchasing cooperative that brings competitively bid contracts with excellent vendor resources.

Sincerely,

Jerry Hedgecock
Director



To: All That It May Interest

About a year ago, we at The John Cooper School began the process of re-designing some existing space on our campus to provide additional classrooms, and to house a new library for our Upper School. Early in that process, we began discussions with Dave Gaskins of Library Interiors of Texas, LLC.

Throughout that process, Dave was an active contributor to the furniture design and layout. As we looked for unique features that would be reflective of the style and character of our campus vision, he always came through with the necessary concepts and prototypes to help us focus our thoughts. Above all, we wanted a library environment that was not only consistent with our motto "*From Curiosity To Wisdom*," but one that would also prepare our students for the transition to a university setting.

Library Interiors of Texas helped us achieve our goals and brought the new Upper School Library project to completion on budget and on schedule. All of us at The John Cooper School have enjoyed and benefited from the working relationship with Dave and his fine team.

We commend them on their workmanship, their designs and their products. Others would be wise to consider Library Interiors of Texas for their future needs for library furniture.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael F. Maher".

Michael F. Maher
Head of School

Section 5
WBE/SBE/HUB
(Certifications)





Women Business Enterprise (WBE)
LIBRARY INTERIORS OF TEXAS, LLC
DBA LIBRARY INTERIORS OF TEXAS

LIBRARY INTERIORS OF TEXAS, LLC DBA LIBRARY INTERIORS OF TEXAS

has filed with the Agency an Affidavit as defined by NCTRCA Women Business Enterprise (WBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

NAICS 423210: PUBLIC BUILDING FURNITURE MERCHANT WHOLESALERS

This Certification commences November 2, 2021 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: November 30, 2023
Issued Date: November 2, 2021
CERTIFICATION NO. WFWB88737N1123

Certification Administrator



Small Business Enterprise (SBE)
LIBRARY INTERIORS OF TEXAS, LLC
DBA LIBRARY INTERIORS OF TEXAS

LIBRARY INTERIORS OF TEXAS, LLC DBA LIBRARY INTERIORS OF TEXAS

has filed with the Agency an Affidavit as defined by NCTRCA Small Business Enterprise (SBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

NAICS 423210: PUBLIC BUILDING FURNITURE MERCHANT WHOLESALERS

This Certification commences November 2, 2021 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: November 30, 2023
Issued Date: November 2, 2021
CERTIFICATION NO. WFSB14527N1123

Certification Administrator



City of Austin

Small & Minority Business Resources Department, 4201 Ed Bluestein Boulevard, Austin, TX 78721
Mailing Address: PO Box 1088, Austin, Texas 78767, Telephone (512) 974-7645

February 8, 2019

Library Interiors Of Texas, LLC
Ms. Moira Taylor
401 Congress Avenue, Ste. 1540
Austin, TX 78701

RE: MBE/WBE CERTIFICATION

Dear Ms. Taylor,

Congratulations!

Library Interiors Of Texas, LLC has been certified as a **Women-Owned Business Enterprise (WBE)** by the City of Austin's Small and Minority Business Resources Department (SMBR) to participate in the City of Austin Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program.

The status of your MBE/WBE certification shall be reviewed on an annual basis by SMBR. Prior to reaching your next certification anniversary you will be asked to submit the "MBE/WBE Annual Update Affidavit" and supporting documentation. The annual review is completed thorough examination of the sworn affidavit and supporting documentation to determine your continued eligibility as outlined in the City Ordinance Code: § 2-9B-15. Additionally, a MBE/WBE on-site review may be conducted by SMBR as needed. It is important that you report any change(s) in circumstances that affect your firm's size, social/economic disadvantage status, management, ownership or control to SMBR within thirty (30) calendar days. Failure to report such change(s) may result in the denial of continued certification or recertification.

MBEs and WBEs are required to seek recertification upon the third anniversary of their initial certification and upon the third anniversary of all subsequent certifications.

To confirm the current status of all certified firms, prime contractors, vendors and interested parties are to visit the City of Austin's Certified Vendor Directory at:

https://www.austintexas.gov/financeonline/account_services/search/vendors/certvendor.cfm

All statuses will be confirmed through the Certified Vendor Directory as noted above and the Certified Vendor Availability List provided by SMBR.

As a City of Austin registered vendor, you are responsible for maintaining accurate information on your vendor profile.

You are asked to update **any changes** related to your business in the City's Vendor Connection system at

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm. You can perform these changes daily from 7:00AM to 7:00PM. If you need assistance making changes, please contact Vendor Registration at (512) 974-2018 or by email at vendorreg@austintexas.gov.

Thank you for your interest in the program and we wish you continued success. If you have any questions, please feel free to call the Certification Office at (512) 974-7645.

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: **1260684851800**
File/Vendor Number: **62170**
Approval Date: **28-FEB-2019**
Scheduled Expiration Date: **28-FEB-2023**

In accordance with the Memorandum of Agreement between the
City of Austin (COA)
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

LIBRARY INTERIORS OF TEXAS, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate, printed 01-MAY-2019, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification into the COA's program, you must immediately (within 30 days of such changes) notify the COA's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the COA's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

*Laura Cagle-Hinojosa, Statewide HUB Program Manager
Statewide Support Services Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmb1search/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/16