REQUEST FOR PROPOSAL

RFP NUMBER
GREENHOUSE-18

ADDENDUM NO. 2
Dated: 07/13/2018

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, WEDNESDAY, JULY 25, 2018

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement Services
P. O. Box 13030
Nacogdoches, TX 75962

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement Services
2124 Wilson Drive
Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Stephen F. Austin State University Procurement Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Kay Johnson
Stephen F. Austin State University
Procurement Services
936-468-4037
e-mail: johnsondk6@sfasu.edu
ADDENDUM NO. 2

THIS ADDENDUM DOES NOT HAVE TO BE ACKNOWLEDGED FOR THE RESPONSE TO RECEIVE CONSIDERATION.

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, WEDNESDAY, JULY 25, 2018

CORRECTION TO SECTION 1.5-Updated award date

1.5 OPEN RECORDS
SFA anticipates that the review of the proposals will be completed and awarded in August 2018. Due to the nature of the proposals, the parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and agreements, after all negotiations are completed, may be subject to open records. Additionally, state law requires each contract for the purchase of goods or services to be posted on the University’s website. By entering into a contract with the University, the firm acknowledges and accepts the University will comply with all applicable laws regarding the public posting of contracts.
REQUEST FOR PROPOSAL

RFP NUMBER
GREENHOUSE-18

ADDENDUM NO. 1
Dated: 07/12/2018

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, WEDNESDAY, JULY 25, 2018

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement Services
P. O. Box 13030
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement Services
2124 Wilson Drive
Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Stephen F. Austin State University Procurement Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Kay Johnson
Stephen F. Austin State University
Procurement Services
936-468-4037
email: johnsondk6@sfasu.edu
STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #GREENHOUSE-18

ADDENDUM NO. 1

THIS ADDENDUM DOES NOT HAVE TO BE ACKNOWLEDGED FOR THE RESPONSE TO RECEIVE CONSIDERATION.

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, WEDNESDAY, JULY 25, 2018

PRE-PROPOSAL SITE VISIT SIGN-IN SHEETS
The sign-in sheets from the recommended site visit held on 07/10/2018 at 9:00 AM are attached.

Please note the following responses to questions received:

1. Does the fence stay?

   **Answer:** Yes, parts of the fence can be removed if needed for access. Repair or replacement of the fence is NOT the responsibility of the contractor. The east portion of the fence is planned for end user demolition prior to construction; the south portion of the fence should be protected/salvaged as much as possible.

2. Will there be any reground or recover work required by contractor?

   **Answer:** No, finished ground materials (gravel, ground cloth, etc.) is NOT the responsibility of the contractor.

3. How much of the existing site materials will be left for the contractor to remove, relocate or otherwise move?

   **Answer:** All plants, ground covering, metal framing and shade structure, east run of fence, and above ground irrigation will be removed by the end user before the start of construction.

4. Do you know what the size and spacing of columns/piers will be?

   **Answer:** Specify 12' O.C. spacing for 4’ round heavy duty columns. Piers sized to accommodate 10” x 10” base plates. Final depth and dimensions dependent upon manufacturer’s drawings/specifications.

5. Will the greenhouse site need to be level?

   **Answer:** The site must be level from side to side and not have more than 1.5% slope from end to end.
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Email</th>
<th>Representatives</th>
<th>Phone</th>
<th>Fax</th>
<th>Address</th>
<th>City</th>
<th>St/Zip</th>
<th>CONTACT FOR HUB PAPERWORK (name, phone, email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route 66 KDW</td>
<td><a href="mailto:rfeenore@jekcc.com">rfeenore@jekcc.com</a></td>
<td>Route 66 KDW</td>
<td>936-524-3329</td>
<td>936-524-7564</td>
<td>312 Old Tyler Rd</td>
<td>Nac</td>
<td>75503</td>
<td><a href="mailto:jandress@jekcc.com">jandress@jekcc.com</a></td>
</tr>
<tr>
<td>Cox Contractor, Inc.</td>
<td><a href="mailto:bill@coxcontractors.com">bill@coxcontractors.com</a></td>
<td>Bill Richardson</td>
<td>512-6500</td>
<td></td>
<td>4720 E. Main St</td>
<td>Nac</td>
<td></td>
<td>sandy@cox @coxcontractors.com</td>
</tr>
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</tbody>
</table>

**Please Print Legibly**
REQUEST FOR PROPOSAL

RFP NUMBER
GREENHOUSE-18

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, WEDNESDAY, JULY 25, 2018

MAIL PROPOSAL TO:

Stephen F. Austin State University
Procurement and Property Services
P. O. Box 13030, SFA Station
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:

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Procurement and Property Services
2124 Wilson Drive
Nacogdoches, TX 75962

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REFER INQUIRIES TO:

Kay Johnson
Stephen F. Austin State University
Procurement and Property Services
936.468.4037
E-mail: johnsondk6@sfasu.edu
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3.4 Submittal Instructions
3.5 Acceptance and Formation of Agreement
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Exhibit C     Pricing Proposal
Exhibit D     Historically Underutilized Business (HUB) Subcontracting Plan
Exhibit E     Specifications and Drawings
Exhibit F     Campus Map
SECTION 1
INTRODUCTION

1.1 SCOPE OF PROPOSAL
Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals for a greenhouse addition located at the Native Plant Center on the campus of Stephen F. Austin State University, Nacogdoches, Texas, in accordance with the specifications and exhibits included herein and attached.

1.2 SFA INFORMATION
SFA is an institution of higher education operated as an agency of the State of Texas. SFA employs approximately 1600 full and part-time faculty and staff members. SFA had an enrollment of 12,614 full and part-time students during the fall 2017 semester. Most staff positions are based on a 12-month appointment coinciding with the fiscal year (9/1-8/31). Contracts are executed only for faculty members, and limited other appointments. A nine-member Board of Regents is appointed by the governor of Texas, with each regent serving staggered six-year terms.

1.3 PROJECT COMPLETION
The University requires that the job be performed and completed, including clean-up by November 30, 2018. All work is to be coordinated with Jessica DeWitt, Project Coordinator, 936-468-4807.

1.4 SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 3, 2018</td>
<td>Issuance of Request for Proposal</td>
</tr>
<tr>
<td>July 10, 2018 at 9:00 AM</td>
<td>Recommended Site Visit</td>
</tr>
<tr>
<td>July 12, 2018 at 12:00 PM</td>
<td>Questions due</td>
</tr>
<tr>
<td>July 13, 2018</td>
<td>Question and Answer Addenda Document Posted</td>
</tr>
<tr>
<td>July 25, 2018 by 5:00 PM</td>
<td>Requests for Proposals Due</td>
</tr>
<tr>
<td>July 26, 2018 until awarded</td>
<td>Evaluation of Proposals and Selection of Contractor</td>
</tr>
<tr>
<td>August 2018</td>
<td>Notification of Award</td>
</tr>
<tr>
<td>November 30, 2018</td>
<td>Completion Date</td>
</tr>
</tbody>
</table>

*Dates are tentative and subject to change.

1.5 OPEN RECORDS
SFA anticipates that the review of the proposals will be completed and awarded in February 2018. Due to the nature of the proposals, the parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and agreements, after all negotiations are completed, may be subject to open records. Additionally, state law requires each contract for the purchase of goods or services to be posted on the University’s website. By entering into a contract with the University, the firm acknowledges and accepts the University will comply with all applicable laws regarding the public posting of contracts.
1.6 HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

SEE EXHIBIT C – HUB SUBCONTRACTING PLAN
READ CAREFULLY

Each respondent is required to make a good faith effort to subcontract with historically underutilized businesses and shall submit a HUB Subcontracting Plan using the HUB Subcontracting Plan documents provided in Exhibit D.

Stephen F. Austin State University is committed to making a good faith effort to increase business with historically underutilized businesses (HUBs) by contracting with HUBs either directly or indirectly through subcontracting opportunities. Respondents are encouraged to actively subcontract or collaborate with HUBs in an effort to create an environment that actively acknowledges and values diversity.

The university has determined that subcontracting opportunities are probable under this contract.

The university’s HUB goal for this procurement is:
15.9% for Building Construction

Each HUB subcontracting plan is evaluated independently of the response. If the HSP does not reflect a good faith effort to subcontract with HUBs, the entire response is disqualified.

All questions regarding the HUB Subcontracting Plan may be directed to the Director of Procurement and Property Services/HUB Coordinator, Kay Johnson, 936-468-4037, johnsondk6@sfasu.edu.

Failure to submit the HUB Subcontracting Plan will disqualify the bid from consideration.

1.7 PERFORMANCE AND PAYMENTS BONDS

If any single project will exceed $100,000, a performance bond is to be provided in the amount of 100% of the project amount. If any single project will exceed $25,000, a payment bond is to be provided in the amount of 100% of the project amount. These bonds are to be made payable to SFA, are to be drawn on a surety authorized to do business in the State of Texas, and are to be on forms acceptable to the University.

Required bonds are to be delivered to the SFA Purchasing Department within ten (10) days of notification award. Failure to submit the bond within the required timeframe will be considered breach of contract, and any contract awards, either verbal or in writing will be considered null and void.

1.8 TITLE IX

Stephen F. Austin State University strictly adheres to Title IX of the Education Amendments of 1972, the federal Campus Sexual Violence Elimination Act; United States Department of Education regulations and directives; and the University’s sexual harassment policy and procedures (“Regulations”). Specifically, the Regulations apply to all students, employees, visitors, and other third parties on Stephen F. Austin State University-controlled property, including institutions and entities with whom Stephen F. Austin State University places its students. Further, such Regulations prohibit unequal treatment on the basis of sex as well as sexual harassment and sexual misconduct. As a condition of employment, enrollment, doing business, or being permitted on the campus, the above-mentioned individuals, organizations, and entities must agree to: 1) Report immediately to the Title IX coordinator any and all claims of sex...
discrimination or sexual misconduct; 2) Cooperate with Stephen F. Austin State University's Title IX investigation; and, 3) Cooperate fully with all sanctions that Stephen F. Austin State University may impose against such individual, organization, or entity, who is found to have violated the Regulations. If the individual, organization, or entity fails to adhere to any of the aforementioned requirements, Stephen F. Austin State University reserves the right to take appropriate action, including but not necessarily limited to, immediate removal from campus; discipline of employees and students (including termination of employment and/or expulsion from school); and termination of business or contractual relationships.

1.9 PARKING ON CAMPUS
All vehicles parked on the University campus must properly display a valid parking permit and comply with all University parking rules. The Parking and Traffic Office supervises and coordinates all parking transportation and traffic related functions on the campus. Permits expire each August 31.

Contractor shall be responsible for obtaining parking permits from the Parking and Traffic Office and for resolving, should they arise, any parking regulation disputes and violations. The Parking and Traffic Office telephone number is 936-468-7275

1.10 U.S. DEPARTMENT OF HOMELAND SECURITY’S E-VERIFY SYSTEM
By entering into this Contract, the Contractor certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security’s E-Verify system to determine the eligibility of:
1. All persons employed to perform duties within Texas, during the term of the Contract; and
2. All persons (including subcontractors) assigned by the Contractor to perform work pursuant to the Contract, within the United States of America.

The Contractor shall provide, upon request of SFA, an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three most recent hires that match the criteria above, by the Contractor, and Contractor’s subcontractors, as proof that this provision is being followed.

If this certification is falsely made, the Contract may be immediately terminated, at the discretion of SFA and at no fault to SFA, with no prior notification. The Contractor shall also be responsible for the costs of any re-solicitation that SFA must undertake to replace the terminated Contract.

1.11 ISRAEL NON-BOYCOTT VERIFICATION
Pursuant to Section 2270.002, Texas Government Code, by submitting a response, the selected Contractor hereby represents, verifies, and warrants that it does not boycott Israel and will not boycott Israel during the term of the Agreement, as Section 808.001(1), Texas Government Code defines that term.

1.12 CONTRACTS WITH FOREIGN TERRORIST ORGANIZATIONS PROHIBITED
Pursuant to Section 2252.152, Texas Government Code, and to the extent applicable, Contracting Party hereby represents, verifies, and warrants that it does not do business with Iran, Sudan, or any foreign terrorist organization identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153, Texas Government Code.

1.13 SMOKING, VAPING AND USE OF TOBACCO PRODUCTS
Stephen F. Austin State University is a tobacco and vape free campus
SECTION 2
STATEMENT OF WORK

2.1 SCOPE OF WORK
Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals for a greenhouse addition and related equipment at the Native Plant Center on the campus of Stephen F. Austin State University, Nacogdoches, Texas, in accordance with the specifications and exhibits included herein.

Reference Exhibit E for Specifications and Drawings.

SITE VISIT: A site visit is recommended for this project. The scheduled time for the site visit is July 10, 2018 from 9:00am – 10:00am at the Native Plant Center.

Contact Jessica DeWitt at 936-468-4807 or jdewitt@sfasu.edu.

2.3 PRICING
Provide all pricing information as referenced in Exhibit C including alternate options in accordance with specifications and drawings included herein.

Installation
The selected vendor will be responsible for installation of all equipment per specifications and drawings. The selected vendor will be responsible to coordinate with the SFA Physical Plant during the installation.

2.4 GENERAL TERMS AND CONDITIONS

2.4.1 All work is to be performed in a neat and workmanlike manner, site kept clean at all times, protection provided to avoid damage to landscaping and all adjoining property, including improvements, performed as quickly as possible consistent with best industry construction practices, and guaranteed for one (1) full year from date of completion against all defects.

2.4.2 Contractor shall comply with all local, state, and Federal orders, ordinances, laws, rules, and regulations of duly constituted authorities having jurisdiction over this work.

2.4.3 All work is to be planned to be completed before November 30, 2018. Failure to complete work (including clean-up) before November 30, 2018 shall be deemed as a breach of contract. Liquidated damages in the amount of $500.00 per calendar day may be assessed, not as a penalty, but as liquidated damages for such breach of contract.

2.4.4 Safe working conditions must be maintained on and around work site at all times. Barricades and other protective devices are to be used as necessary to prevent injury to persons or property. All reasonable precautions are to be taken.

2.5 INSURANCE REQUIREMENTS: The Contractor shall not commence work under this Contract until he has obtained all the insurance required hereunder and certificates of such insurance have been filed with and reviewed by SFASU. Acceptance of the insurance certificates by SFASU shall not relieve or decrease the liability of the Contractor.
If policies are not written for the amounts specified below (except Worker’s Compensation and Employer’s Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of primary policy.

This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to the University.

Contractor’s insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract.

Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the workers’ compensation policy.

The workers’ compensation and employers’ liability policy will provide a waiver of subrogation in favor of the University.

The workers’ compensation insurance coverage must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor’s policy or under the policy provided by a subcontractor. The Contractor’s policy shall provide that, in the event that a subcontractor’s policy fails to provide worker’s compensation coverage of a worker, that such insurance coverage is provided by the Contractor’s policy.

Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by the Owner, the minimum insurance coverage as follows:

<table>
<thead>
<tr>
<th>INSURANCE REQUIREMENTS</th>
<th>MINIMUM LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers’ Compensation</td>
<td>Statutory</td>
</tr>
<tr>
<td>(Statutory)</td>
<td></td>
</tr>
<tr>
<td>Employer’s Liability</td>
<td>$1,000,000 Each Occur/Aggregate</td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 Each Occur</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 General Aggregate</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 Products/Completed Operations</td>
</tr>
<tr>
<td>Comprehensive Automobile</td>
<td>$1,000,000 Combined Single Limit</td>
</tr>
<tr>
<td>Coverage</td>
<td>NOTE: Required where a vehicle will be used on the</td>
</tr>
<tr>
<td></td>
<td>premises. Coverage must include: All owned,</td>
</tr>
<tr>
<td></td>
<td>leased, hired, non-owned and employee non-</td>
</tr>
<tr>
<td></td>
<td>owned vehicles and, where applicable, Personal</td>
</tr>
<tr>
<td></td>
<td>Injury Protection</td>
</tr>
</tbody>
</table>
SECTION 3
INSTRUCTIONS TO RESPONDENTS

3.1 SITE VISIT RECOMMENDED
A recommended site visit is scheduled for 9:00 AM Tuesday, July 10, 2018 at the Native Plant Center, 2900 Raguet, Nacogdoches, Texas on the campus of Stephen F. Austin State University.

3.2 CONTACT INFORMATION
All questions regarding the RFP or response must be forwarded to the Director of Procurement and Property Services:

Kay Johnson
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962
Phone: 936.468.4037
Fax: 936.468.4282
Email: johnsondk6@sfasu.edu

3.3 SUBMITTAL DEADLINE AND LOCATION
All proposals must be received by SFA no later than 5:00pm, Wednesday, July 25, 2018.

Proposals are to be submitted to:

MAIL PROPOSAL TO:

HAND DELIVER AND/OR EXPRESS MAIL TO:

Stephen F. Austin State University
Procurement and Property Services
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962-3030

Stephen F. Austin State University
Procurement and Property Services
2124 Wilson Drive
Nacogdoches, TX 75962

All U.S. Mail addressed to any component of SFA is delivered to a central mailroom and redistributed by SFA personnel to the addressee’s on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mailroom and receipt in the Procurement and Property Services Department. Proposals must be in the office of the Procurement and Property Services Department by the time set for RFP closing in order to be considered, and receipt by SFA at the central mailroom will not be deemed sufficient. The University shall not be responsible for responses received after the due date and time. Late responses will not be considered under any circumstances. Properly identified late responses will be returned to the Respondent unopened.

Proposals will be publicly opened Thursday, July 26, 2018 at 8:00 am in the office of the Director of Procurement, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner, regardless of delivery method or circumstances.

Faxed or electronically mailed proposals will not be accepted.

Proposals may be withdrawn at any time prior to the time and date set for proposal closing.
Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.

3.4 SUBMITTAL INSTRUCTIONS
All proposals must be submitted in the format prescribed in Section 3.7.

Each Respondent must submit at least one (1) original printed proposal with original signatures on the Execution of Offer.

The printed copy shall (1) be unbound; (2) contain divider sheets or tabs; (3) be printed on 8-1/2 in. x 11 in. white paper to enable copying, if needed; and (4) be a complete copy of all information submitted with Respondent’s Proposal. Colors must reproduce in a legible manner on a black-and-white copier.

Respondent shall also submit one (1) complete electronic copy of the printed copy of the Proposal on electronic media (e.g., USB Drive [SFA’s preference], CD-ROM, or DVD-ROM) in a Microsoft Office (Word, Excel, Project and PowerPoint files) version 2003 or later format, or searchable Adobe .PDF files. Respondents shall divide the electronic copy into TWO (2) separate electronic files, one of which shall contain Respondent’s Qualifications and the other of which shall contain Exhibits A-D and Bid Bond.

All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, SFA alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

Each Respondent, by submitting a proposal, represents that the Respondent has read and completely understands the request for proposal documents and agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement.

A legally authorized representative of the Respondent shall sign proposals. Unsigned proposals (Exhibit A) will be rejected as a material failure.

3.5 ACCEPTANCE AND FORMATION OF AGREEMENT
No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to render the specified service.

The University reserves the right to negotiate further with any respondent that submits a proposal, once proposals have been opened. SFA may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.

SFA reserves the right to enter into an agreement not based only on the cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA. The University shall be the sole judge of determining which proposal represents the best value to the University.

By submitting a response, the Respondent agrees to accept a contract including the specifications and drawings herein and attached to this Request For Proposal.
3.6 EVALUATION CRITERIA
Award will be based on a comprehensive review and analysis based on weighted value of averaged evaluation scores and negotiation of the proposal that best meets the needs of the University. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, Respondents will not, under any circumstances, dispute any award made using this method.

An evaluation committee representing Stephen F. Austin State University will perform evaluation of the proposals. Proposals will be evaluated using the following criteria, which are listed below in no particular order. Stephen F. Austin State University reserves the right to award an agreement not based only on lowest cost to the University, but on the criteria that best meet the university's requirements and goals. The university shall be the sole judge of determining which proposal represents the best value to the University.

Evaluation Criteria
A. 50% - Cost
B. 30% - Experience of Company
C. 10% - Past Performance
D. 10% - Commitment and Ability

3.7 PROPOSAL FORMAT
3.7.1 Proposals shall be prepared simply and economically, providing a straightforward concise description, of the ability to meet the requirements of the RFP. Emphasis should be placed on the RFP requirements, completeness, clarity of content, responsiveness to the requirements and an understanding of SFA’s needs. Respondents shall organize their proposal in a point-by-point format according to section 3.7.2. Failure to follow point-by-point presentation could be grounds for disqualification.

Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements as directed. The awarded vendor agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement. Incomplete Proposals will be considered non-responsive and subject to rejection.

Separate and identify each submittal requirement response to Section 3.7.2 of this RFP by use of a divider sheet with an integral tab for ready reference.

Proposals shall be printed on letter-size (8-1/2" x 11") paper and unbound. DO NOT USE METAL-RING HARD COVER BINDERS.

Submittals shall include a “Table of Contents” and give page numbers for each part of the Proposal.

Number all pages of the Proposal submittal sequentially using Arabic numerals (1,2,3,etc); the Proposal is not required to number the pages of the Hub Subcontracting Plan and Bid Bond.

3.7.2 Proposal should include the following information and is to be submitted in the following order:

a) Required Submittal – failure to provide any of the following documents will result in disqualification of the proposal from further consideration
i. Exhibit A – Signed Execution of Offer
ii. Exhibit B – Acknowledgement of Addenda, if any
iii. Exhibit C – Pricing Proposal
iv. Exhibit D – HUB Subcontracting Plan

b) Other Qualification Submittals
   i. Experience
      a. State how many years prime company has been in business and whether company has operated under other or former names;
      b. Describing the company’s methodology and approach to projects, particularly regarding organizing and managing projects; and
      c. List three (3) greenhouse projects (commercial, institutional, or educational) similar in size, scope and time to that described herein; provide contact name, phone number and brief description of the project; and
      d. Provide a list of anticipated subcontractors to include how long each have been in business and whether each have operated under other or former names.

   ii. Past Performance
      a. List three (3) agricultural or industrial projects (commercial, institutional, or educational) similar in size, scope and time to that described herein; provide contact name, phone number and brief description of the project; and
      b. Identify the personnel that will be assigned to the project and their experience including specific examples of projects similar in size, scope and time to that described herein.
      c. Describe project experience between the prime company and anticipated subcontractors on past or current projects.

   iii. Commitment and Ability
      a. Provide a statement indicating the company’s commitment to the accurate and timely completion of the project including personnel and resources available to support the project and ensure a successful completion if circumstances require extra effort; and
      b. Provide a summary of the company’s safety record for the past 3 years.

Stephen F. Austin State University reserves the right to check references prior to award. Any Negative responses received may be grounds for disqualification of the bid. SFA reserves the Right to enter into an agreement not based only on lowest cost to the University, but which, in the Sole opinion of SFA, is deemed to represent the best value to SFA.
EXHIBIT A
EXECUTION OF OFFER

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends 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 the submitted Qualifications. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all bid lists.

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws nor communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 34 TAC 20.38.

Certifications:
Texas Family Code Child Support Certification. By signature hereon, Respondent certifies as follows: “Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.”

Sales Tax Certification. By signing the Agreement, the Respondent certifies as follows: “Under Section 2155.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.”

Franchise Tax Certification. By signing the Agreement, a corporate or limited liability company, Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University’s option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.0551, Texas Government Code, the Respondent agrees that any payments owing to the Contractor under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer’s Identification Number:
Sole Owner should also enter Social Security No.:
Respondent/Company:
Signature (INK):
Name (Typed/Printed):
Title:
Street:
City/State/Zip:
Telephone No/Fax No:
Email:

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT’S PROPOSAL. FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.
EXHIBIT B
ACKNOWLEDGEMENT OF ADDENDA

Receipt is hereby acknowledged of the following addenda to this RFP.

Addenda No. _______ Dated ______________
Addenda No. _______ Dated ______________
Addenda No. _______ Dated ______________
Addenda No. _______ Dated ______________
Addenda No. _______ Dated ______________

Respondent/Company:______________________________________________

Refer to the SFA Procurement and Property Services Department website to confirm all addenda issued: http://www.sfasu.edu/purchasing/122.asp
EXHIBIT C
PRICING PROPOSAL

Having carefully reviewed the specifications and related documents affecting the proposal to provide and install greenhouse addition and related equipment for Stephen F. Austin State University at the Native Plant Center, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name: _______________________________________________________

Authorized Signature: ___________________________________________________

A. Pricing to provide and install
   Conley Arch 6500 Series (or equivalent)
   greenhouse and related equipment in
   accordance with specifications and
drawings herein

   $___________________

B. Alternates:

   Alternate Option 1

   $___________________

   o  Provide all gas, electrical, and plumbing lines to the project site and
equipment connections
   o  Downspout piping
   o  Thermostat and control wiring connections

   Alternate Option 2

   $___________________

   All concrete necessary for the construction of the greenhouse.
   o  Site preparation to include concrete, footers, columns, pier and/or caissons, as required
   o  Disposal of soil from holes of column pier to location determined by the user
EXHIBIT D
HUB SUBCONTRACTING PLAN (HSP)
While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:

Section 1 - Respondent and Requisition Information
- Section 2 a. - Yes, I will be subcontracting portions of the contract.
- Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
- Section 2 c. - Yes
- Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

Section 1 - Respondent and Requisition Information
- Section 2 a. - Yes, I will be subcontracting portions of the contract.
- Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
- Section 2 c. - No
- Section 2 d. - Yes
- Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

Section 1 - Respondent and Requisition Information
- Section 2 a. - Yes, I will be subcontracting portions of the contract.
- Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
- Section 2 c. - No
- Section 2 d. - No
- Section 4 - Affirmation

GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:

Section 1 - Respondent and Requisition Information
- Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
- Section 3 - Self Performing Justification
- Section 4 - Affirmation

*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into “new” contracts.*
HUB Subcontracting Plan (HSP)

In accordance with Texas Gov’t Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov’t Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders’ contracts,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

--- Agency Special Instructions/Additional Requirements ---

In accordance with 34 TAC §20.285(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent’s subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract* in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

The HUB Subcontracting GOAL for this procurement is 15.9% for Building Construction. Vendors are required to provide a minimum of 7 working days’ notice to notice of subcontracting opportunities.

Failure to submit a HUB Subcontracting Plan will disqualify the entire response from consideration. The HUB Subcontracting Plan (HSP) will be evaluated independently of the response. If the HSP does not reflect a good faith effort to subcontract with HUBs, the entire response will be disqualified.

SECTION 1: RESPONDENT AND REQUISITION INFORMATION

a. Respondent (Company) of
   E-mail Address:

b. Is your company a State of Texas certified HUB? [ ] Yes [ ] No

c. Requisition #: Bid Open Date: (mm/dd/yyyy)
**SECTION 2: RESPONDENT’s SUBCONTRACTING INTENTIONS**

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a “Subcontractor” means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b of this SECTION and continue to Item c of this SECTION.)
- **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

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<th>Item #</th>
<th>Subcontracting Opportunity Description</th>
<th>HUBs</th>
<th>Non-HUBs</th>
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<td>Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract in place for more than five (5) years.</td>
<td>Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.</td>
<td>Percentage of the contract expected to be subcontracted to Non-HUBs.</td>
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 aggregate percentages of the contract expected to be subcontracted: % % %

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php).

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.

- **Yes** (If **Yes**, continue to SECTION 4 and complete an “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed.)
- **No** (If **No**, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract* in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the “Agency Special Instructions/Additional Requirements.”

- **Yes** (If **Yes**, continue to SECTION 4 and complete an “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed.)
- **No** (If **No**, continue to SECTION 4 and complete an “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed.)

*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into “new” contracts.
**SECTION 2: RESPONDENT's SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)**

This page can be used as a continuation sheet to the HSP Form’s page 2, Section 2. Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

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Aggregate percentages of the contract expected to be subcontracted:

*Continuous Contract*: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into “new” contracts.
SECTION 3: SELF PERFORMING JUSTIFICATION (If you responded “No” to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded “No” to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

SECTION 4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

• The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency’s point of contact for the contract no later than ten (10) working days after the contract is awarded.

• The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls).

• The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency’s prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.

• The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company’s headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature: ____________________________ Printed Name: ____________________________ Title: ____________________________ Date: ____________ (mm/dd/yyyy)

Reminder:

➤ If you responded “Yes” to SECTION 2, Items c or d, you must complete an “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.

➤ If you responded “No” SECTION 2, Items c and d, you must complete an “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.
HSP Good Faith Effort - Method A (Attachment A)

Enter your company’s name here: ___________________________ Requisition #: ________________

IMPORTANT: If you responded ‘Yes’ to SECTION 2, Items c or d of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbont-plan-gfe-achm-a.pdf

SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: ___________________________ Description: ___________________________

SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mycpa.cpa.state.tx.us/passcmblesearch/index.jsp. HUB status code “A” signifies that the company is a Texas certified HUB.

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<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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</tbody>
</table>

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency’s point of contact for the contract no later than ten (10) working days after the contract is awarded.
**HSP Good Faith Effort - Method B (Attachment B)**

**Enter your company’s name here:**

**Requisition #:**

**IMPORTANT:** If you responded “No” to SECTION 2, Items c and d of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at [https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf](https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf).

**SECTION B-1: SUBCONTRACTING OPPORTUNITY**

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
</tr>
</thead>
</table>

**SECTION B-2: MENTOR PROTÉGÉ PROGRAM**

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- **Yes** (If Yes, continue to SECTION B-4.)
- **No / Not Applicable** (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

**SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY**

When completing this section you MUST comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notification Form, which is also available online at [https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf](https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf).

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, Federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

### a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at [http://mycpa.cpa.state.tx.us/passcmbsearch/index.jsp](http://mycpa.cpa.state.tx.us/passcmbsearch/index.jsp). HUB status code “A” signifies that the company is a Texas certified HUB.

### b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company’s Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas VID (Do not enter Social Security Numbers.)</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Did the HUB Respond?</th>
</tr>
</thead>
<tbody>
<tr>
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<td>- Yes - No</td>
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</table>

### c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at [https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php](https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php).

### d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

<table>
<thead>
<tr>
<th>Trade Organizations or Development Centers</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Was the Notice Accepted?</th>
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</thead>
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<td>- Yes - No</td>
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</table>

(Attachment B)
SECTION B-4: SUBCONTRACTOR SELECTION
Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment:

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.
   - Item Number: __________   - Description: __________

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp. HUB status code “A” signifies that the company is a Texas certified HUB.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency’s point of contact for the contract no later than ten (10) working days after the contract is awarded.
HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of $100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.285 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code §20.282(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

SECTION A: PRIME CONTRACTOR’S INFORMATION

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>State of Texas VID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point-of-Contact:</td>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point-of-Contact:</td>
<td>Bid Open Date:</td>
</tr>
<tr>
<td>Requisition #:</td>
<td>(mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

1. Potential Subcontractor’s Bid Response Due Date:

   If you would like for our company to consider your company’s bid for the subcontracting opportunity identified below in Item 2, we must receive your bid response no later than ________ on ________.

   Central Time Date (mm/dd/yyyy)

   In accordance with 34 TAC §20.285, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.282(19)(C).

   (A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.)

2. Subcontracting Opportunity Scope of Work:

3. Required Qualifications: - Not Applicable


5. Location to review plans/specifications: - Not Applicable
EASY HUB LOOKUP on the CMBL

In accordance with Texas Administrative Code 20.14, the following HUB lookup procedures have been developed utilizing the Comptroller of Public Accounts website to identify possible HUB Vendors for subcontracting opportunities.

To that end the following easy step by step instructions to identify NIGP codes and search for potential HUB subcontractors is provided by Stephen F. Austin State University. In addition, the University may have already completed searches that may be beneficial and include a list of potential HUB subcontractors that may be used by the Respondent. If you have a hard time reading the webpages cited, increase the page view to 200% or better.

For assistance with this instruction or further assistance in identifying potential HUB subcontractors, please contact Manny Guerrero, Vendor Relations Manager at 936-468-4529.

**STEP 1:** After identifying what areas that are going to be subcontracted for the project go to the following web address at Comptroller of Public Accounts:

https://cmbreg.cpa.state.tx.us/commodity_book/Alpha_index_inquiry.cfm

State of Texas Commodity Code Search

(Revised January, 2016)

**NOTE:** Search results represent NIGP’s search-friendly keyword data set and not official code descriptions. The official NIGP Commodity Book is copyrighted material to be used for reference purposes only and may not be reproduced without a license from Pentascope Holdings, Inc.

Go To Numeric Index

Enter a word or words to match. Matches will contain all words entered.

Search keywords: 

OR

Search by Class: (3 digits required) 

Submit Search  Reset

Search Results

No search done yet or nothing entered to search for
At this point type in the item you are looking for in Search keywords: (for this example we are looking for drywall services). Press Submit Search and the results will appear. See example below:

![Search results for drywall services](image)

The page will list Keyword Match for drywall. In this example the Class-Item for Drywall Services, Ceiling and Wall is 910-75. Remember to write down the Class and Item numbers. You will do the same for other items that you will be subcontracting on the project. Once you have completed collecting all Class and Item numbers for sub-contracting opportunities you can precede to Step 2

**STEP 2:** With the Class and Item numbers you can search for HUB Vendors on the Centralized Master Bidders List – HUB Directory Search. Go to the following web address at Texas Comptroller of Public Accounts:

https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

Under **SEARCH FOR** mark **HUBs Only** (you are looking for HUB vendors)

The EXAMPLE below is how the form should be filled out. Search for HUBs on CMBL; Selection 1: Class-Item; Select Fields For Output (Vendor ID, Company Name, Contact Person, City, Email, Phone, Business Description, HUB Eligibility, HUB Gender)

In the example below we are searching for NIGP Class Code 910, Items 75 (Drywall Services).
Once all the information needed has been marked. Click: SEARCH.

Once the search is completed, a page like the one below will appear listing all the HUB companies that are Class 910 and Item 75.

The search found 222 vendors who are HUB’s.

At this point you should look at the Business Description to confirm that the company does indeed provide drywall services. Note that the first company listed, 1DZ ENTERPRISE, L.L.C. does not list drywall services, instead the company business description list Janitorial Service – if at all possible you should not use this company in your Good Faith Efforts as there are other companies that list dry wall in their business description.

3 B’S CONSTRUCTION does list drywall and is a good candidate for sending a request to bid the project.

YOU ARE REQUIRED TO SELECT THREE (3) HUB VENDORS TO CONTACT.
When looking for HUB Vendors to support you at SFA look for these vendors that are close to Nacogdoches and East Texas. If none can be found in our area, expand your search to the Dallas/Fort Worth area, Austin and Houston market areas.

NOTES:

1) SELECTING HUBS THAT ARE FROM EL PASO, AND FAR WEST TEXAS DOES NOT SHOW GOOD FAITH IN YOUR SELECTION PROCESS.

2) IF YOU DO NOT UNDERSTAND THESE DIRECTIONS OR NEED ASSISTANCE PLEASE CONTACT THE SFA PROCUREMENT OFFICE FOR HELP.
POTENTIAL HUB SUBCONTRACTORS PROVIDED WITH
RFP: GREENHOUSE-18
Issued by Stephen F. Austin State University
Opening Date/Time: July 26, 2018  8:00 AM

A complete list of State certified HUBs can be searched on-line at
https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

The Respondent is responsible for compliance with the Good Faith Effort requirements outlined in the
Invitation to Bid and HUB Subcontracting Plan documents.

**NIGP Class Code** – vendors in the following commodity class codes are identified
on the following pages. The vendor is responsible to identify all commodity
classes that may represent subcontracting opportunities.

909-00 - BUILDING CONSTRUCTION SERVICES, NEW INCLUDING MAINTENANCE
AND REPAIR SERVICES

912-00 – CONSTRUCTION SERVICES, GENERAL, INCLUDING MAINTENANCE AND
REPAIR SERVICES

155-42 -- GREENHOUSES
EXHIBIT E
SPECIFICATIONS/
DRAWINGS
Greenhouse Bid

Provide, install, and provide engineered prints:

- Conley Arch 6500 Series (or equivalent)
  - (2) 30’ x 96’ gutter connected bays with one downspout
  - Eight (8) foot sidewalls
  - 8mm polycarbonate paneled end walls
  - End wall accessories as needed
  - 6 mil poly roof and sidewalls
  - Two (2) inflation fans as needed
  - Two (2) 96” x 90” single sliding doors (one perp bay)
  - Two (2) 48” ¾ HP angle flow fan with shutter (1SP, 115V/ 1PH) w/ABT
  - Two (2) 48” ¾ HP angle flow fan with shutter (2SP, 115V/ 1PH) w/ABT
  - Four (4) fan frame kits
  - 5’ x 56’ rack and pinion end wall vents
  - Wadsworth VC-2000/ILS 1-3/8” O.D. Shaft
  - Wadsworth LST lead control
  - Two (2) 33” Motorized aluminum inlet shutter
  - Tow (2) Shutter frame kit
  - 5’ x 56’ SS Self-contained cooling system, set for four (4) pads
  - Aluminum cool cell girts and seals
  - Twelve (12) mounting brackets for cooling system
  - 56 – 4” x 1’ x 5’ non-coated cooling pads
  - 56 – 4” pad clips
  - Eight (8) 20” HAF fans w/bracket
  - Two (2) PTP250 Natural gas heaters w/tubular SS heat exchanger 115V
    - At least one per house, verify at least 40-50 degree differential and specify size
      and/or quantity as needed per manufacture’s recommendations
  - In-line heater hanger w/6” vent kit
  - Wadsworth step-up greenhouse controller, includes: pre-wired enclosure, wiring
    diagram, Ethernet alarm manager
  - Should include:
    - Disposal of all unwanted debris or excess materials after construction

Bid Options for normally excluded scope:

- Option 1:
  - Provide all gas, electrical, and plumbing lines to the project site and equipment
    connections
  - Downspout piping
  - Thermostat and control wiring connections
- Option 2: All concrete necessary for the construction of the greenhouse.
  - Site preparation to include concrete, footers, columns, pier and/or caissons, as required
  - Disposal of soil from holes of column pier to location determined by the user
EXISTING GREENHOUSE

PROPOSED NEW GREENHOUSE

GAS & ELEC SERVICE

EXISTING 3/4” WATER LINE

SITE CONDITIONS SHOWN NOT CURRENT. FIELD VERIFICATION SUGGESTED.
EXHIBIT F
CAMPUS MAP