



STEPHEN F. AUSTIN STATE UNIVERSITY

THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

PROCUREMENT AND BUSINESS SERVICES
P. O. Box 13030
NACOGDOCHES, TX 75962

REQUEST FOR PROPOSAL

RFP NUMBER

FUEL TANKS & SVCS

ADDENDUM NO. 1
Dated: 06/04/2025

**PROPOSAL MUST BE RECEIVED BEFORE:
TUESDAY, JUNE 17, 2025 AT 5:00 PM**

Show RFP Number, Due Date and Time on Return Envelope

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

REFER INQUIRIES TO:

Kimberly Jones
Stephen F. Austin State University
Procurement and Business
Services 936.468.6551 or
email: joneskk2@sfasu.edu

**STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #FUEL TANKS & SVCS – FY25
ADDENDUM NO. 1**

Please note the following responses to vendor questions received via email May 29, 2025.

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

1. What is total volume in gallons ordered per year per product?

The estimated gallons of diesel for the generators are 350 gallons two to three times a year. The bulk storage diesel tank is 300 to 400 gallons about 6 times a year, this varies with inclement weather and other conditions. The bulk storage non-ethanol fuel is estimated at 350 to 400 gallons every two weeks

2. Are orders placed on an as needed basis per generator? Or can we wet hose & top off all generators during a single delivery?

All generators can be wet hose and topped off during a single delivery.

3. Are we expected to deliver 5 gallons at a time into portable generators? Or will SFA personnel fill those up from 500-gallon bulk tank?

The portable generators are the responsibility of SFA personnel and will be filled from the 500-gallon bulk tank.

4. Is this fuel only for Emergency Response? Or will we be keeping them full throughout the year?

The generators are monitored by the SFA Electric Shop and will be scheduled for topping when the generator tanks are around a half a tank, and when inclement weather and building projects are expected. The bulk fuel tanks are currently monitored by the SFA Auto Shop and will request refill when we are at or below a half tank, and when inclement weather and special projects are upcoming.



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STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal: FUEL TANKS & SVCS

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SECTION 1 INTRODUCTION

1.1 SCOPE OF PROPOSAL

Stephen F. Austin State University, a Member of the University of Texas System, hereafter referred to as “SFA” or “the University”, is accepting proposals for On-Site Gasoline and Diesel Fuel for Business Operations and Facilities (“Goods” and “Services”) in accordance with the terms, conditions, and requirements set forth in this Request for Proposal. The specifications outlined in this document meet the minimum requirements for the proposed services.

The Scope of Services are more specifically described in **Section 2** (“Statement of Work”) of this Request for Proposal (RFP).

1.2 CONTRACT TERM

This contract will begin after award as mutually agreed and upon executed agreement. The expected term of this agreement is to start approximately August 2025 for a period of one (1) year with the possible option to renew for three (3) additional one-year periods as mutually agreed. Future contract extensions may be negotiable as mutually agreed upon between contractor and SFA.

1.3 SFA INFORMATION

Stephen F. Austin State University, the newest member of The University of Texas System, began a century ago as a teachers’ college in Texas’ oldest town, Nacogdoches. Today, it has grown into a regional institution comprising six colleges — business, education, fine arts, forestry and agriculture, liberal and applied arts, and sciences and mathematics. Accredited by the Southern Association of Colleges and Schools, SFA enrolls approximately 11,000 students while providing the academic breadth of a state university with the personalized attention of a private school. The main campus encompasses 421 acres that include 36 academic facilities, nine residence halls, and 68 acres of recreational trails that wind through its six gardens. The university offers more than 80 bachelor’s degrees, more than 40 master’s degrees and four doctoral degrees covering more than 120 areas of study. Learn more at <https://www.sfasu.edu/>

1.4 SCHEDULE OF EVENTS*

*DATE	EVENT
Thursday, May 15, 2025	Issuance of Request for Proposal
Friday, May 23, 2025 1:30 P.M.	Pre-proposal Conference (Mandatory) & Site Visit
Thursday, May 29, 2025 by 5:00 P.M.	Deadline for questions (in writing) to be asked
Wednesday, June 4, 2025 by 5:00 P.M.	Addenda, if any to be posted
Tuesday, June 17, 2025 by 5:00 P.M.	Proposals Due Back
Wednesday, June 18, 2025 8:45 A.M.	Proposals Opened
June 19 – 25, 2025	Proposals Evaluated
June 27, 2025	Notification of Award
July 2025	Fully executed Agreement
August 2025	PO issued and services start

**Dates are tentative and subject to change; time listed is Central Standard Time*

1.5 OPEN RECORDS

SFA anticipates that the review of the proposals will be completed and awarded in June 2025. 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 request. 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 D – 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 seek to subcontract or partner 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:
26.0% for other services

Each HUB subcontracting plan 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.

All questions regarding the HUB Subcontracting Plan may be directed to the Procurement and Business Services office, Lacey Bradshaw, 936-468-4412, lacey.bradshaw@sfasu.edu.

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

1.7 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

1.8 GROUP PURCHASING AUTHORITY

Texas law authorizes institutions of higher education (defined by Section 61.003, Education Code) to use the group purchasing procurement method (ref. Section 51.9335, Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Proposer under this RFP.

1.9 RIGHT TO MODIFY

Stephen F. Austin State University reserves the rights to modify, revoke, or cancel this RFP in whole or in part at any time prior to the date on which SFA executes a Contract with the selected Respondent(s).

1.10 ADDITIONAL TERMS AND CONDITIONS

<https://www.sfasu.edu/docs/procurement-business-services/purchase-order-general-terms-conditions.pdf>

END OF SECTION 1

SECTION 2 STATEMENT OF WORK

2.1 SCOPE OF WORK

The SFA Grounds and Transportation Department is seeking proposal for On-Site Gasoline and Diesel Fuel for Business Operations and Facilities ("Goods" and "Services"). The scope of this RFP may expand upon mutual agreement of both parties after award.

Respondents are encouraged to provide an offering that presents the maximum benefit to SFA in terms of (1) total overall cost, and (2) project management expertise. Applicability of educational, state, and local government, and any other available discounts should be strongly considered

This RFP will be based on an estimated amount and is not a quote for actual amount, but is an estimate for services. Awarded vendor will be paid for actual goods and services provided to the university.

2.2 PROJECT OVERVIEW AND OBJECTIVES

- 2.2.1 This RFP is designed to secure a dependable, flexible, and compliant fuel company that ensures uninterrupted operation of our university, particularly during critical situations. We seek a fuel supplier who can meet our timely delivery needs, adhere to safety and regulatory standards, and establish a long-term partnership that supports the mission of SFA.

Respondent must be reliable, responsive, and proactive, ensuring that facilities always have the fuel needed to operate without interruption. Respondent's role is to deliver timely, safe, and sufficient supplies of diesel and unleaded fuel, while adhering to safety standards and maintain strong communications with the facilities, minimizing downtime and operational disruption.

2.3 GASOLINE AND DIESEL SPECIFICATIONS

- 2.3.1 The gasoline delivered to SFA shall be non-ethanol unleaded gasoline.
- 2.3.2 Diesel delivered to SFA shall be red dyed, non-taxable off-road grade fuel.
- 2.3.3 Vendor must:
- Provide pump, filters, gauges, hoses, spouts and measuring equipment including float gauge
 - Maintain and service equipment such as tanks, pumps, filters, gauges, hoses, spouts, and measuring equipment as needed, but at least annually to ensure proper and accurate functionality
 - Provide regular testing on tanks and fuel to check for contaminants such as ethanol or water
 - Vendor will be expected to clean up any spills created on site upon delivery

2.4 FUEL TANK SPECIFICATIONS AND LOCATIONS

Stephen F. Austin State University currently has two (2) 500-gallon holding tanks used for red off-road diesel and the other tank is filled with non-ethanol gasoline. They are located at 1305 E Starr Ave., Nacogdoches, TX on the north side of the Grounds and Transportation building. The current fuel tanks are held within a concrete enclosure. Enclosures measure 10'x5 ½' and 10' x 4 ½'. The current RFP requests that the vendor provides new tanks that fit SFA's current enclosure. If the tanks provided by the vendor are larger in size, SFA will need to be notified before an agreement is signed in order to build larger tank enclosure if your company will not provide this service.

2.4.1 Diesel Tank Locations and Specifications

Vendor must provide one (1) 500-gallon tank for diesel fuel, as well as provide pump, filters, gauges, hoses, spouts and measuring equipment including float gauge.

2.4.2 Gasoline Tank Specifications and Locations

Vendor must provide one (1) 500-gallon tank for non-ethanol gasoline, as well as provide pump, filters, gauges, hoses, spouts and measuring equipment including float gauge.

2.4.3 Generator Fuel and Storage

Vendor will deliver and install fuel within 48 hours into all generators on campus upon request in the event of emergency (list and location of generators attached). Natural gas generators are not to be considered for this bid.

A list of the generator fuel tanks and locations is below:

STEPHEN F. AUSTIN STATE UNIVERSITY GENERATORS								
LOCATION	BRAND	K W	VOLTAGE	FUEL TYPE	AMP	MODEL #	SERIAL #	YEAR
LIBRARY	Kohler	180	277 / 480	Diesel (200 gal)	270	180R0ZJ71	264318	1990
HUMAN SERVICES	Kohler	300	277 / 480-	Diesel (250 gal)	450	300RE0ZV	767393	2003
UPD	Generac	100	120/208	Natural Gas	400	15098360100	7889865	2013
U P D TRAILER	Kohler	55	120 / 208	Diesel (gal)	190	50ROZ JB1	250426	DATE UNKOWN
BOYNTON	Caterpillar	250	120 / 208	Diesel (500 gal)	850	ENG 3306	7yr02994	2003
STUDENT CENTER	Cummins	350	277 / 480	Natural Gas	525	350GFEB	FM6C106118	2006
DEWITT NURSING	Cummings	275	277/480	Diesel (600 gal)	600	DQHAA-6558634	C110193522	2011
LUMBERJACK LANDING	Cummings	150	277/480	Natural Gas	225	GGLB-5316184	H100153268	2011
FINE ARTS	Cummings	85	120 / 208	Natural Gas	300	GGHG-7556817	H110234537	SRC C 2011 FINE ARTS 2014
SCR Building D	Cummings	85	120 / 208	Natural Gas	300	GGHG-7556813	G110234179	2011
RLO Building (HOPS)	Generac	50	120/208	Natural Gas	173	SG 50	3001659889	2017
GENERATOR ON TRAILER	Katolight	150	120 / 208	Diesel (150 gal)	500	D150FJH4CEP	95983 D-36473	DATE UNKOWN
PORTABLE	Yamaha	4600 watts	120 / 240	Gasoline (5gal)	35 @ 120 VOLTS	EF4600DE	7RG 2179R-03	DATE UNKOWN
PORTABLE	Honda	6500 watts	120/240	Gasoline (5 gal)	54 @ 120 volts	EU6500ISA	EASJ-1013733	9/11/2008
PORTABLE	Honda	6500 watts	120/240	Gasoline (5 gal)	54 @ 120 volts	EU6500ISA	EASJ-1014830	9/11/2008

2.5 MINIMUM REQUIREMENTS

- Respondent must have all necessary licenses, training, fuel supply and support equipment.
- Respondent shall ensure timely and reliable deliveries.
- Respondent shall provide emergency and priority fuel solutions within four hours of fuel order.
- Respondent shall provide proactive support for spill prevention and cleanup during fuel delivery. SFA will not be responsible for costs associated with fuel cleanups.
- Respondent shall be responsible for prevention, clean-up and disposal of any fuel oil spill as a result of the delivery/transfer process.
- Respondent shall comply with all applicable regulations in reference to the State regulations of TCEQ 30TAC 115.216 (2) (3)
- On the day the Volatile Organic Compound (VOC) gasoline is delivered, Respondent shall have the following records/information available for SFA's inspection.
 - Identification number of tanker truck must be on truck for which fuel oil was loaded or unloaded
 - Quantity of VOC diesel/gasoline loaded into each transport vessel will be verified, and;
 - The date of the last leak testing of each tank-truck will be verified.
 - Additionally, tank-trucks loading/unloading gasoline, or non-gasoline VOC having a true vapor pressure greater than or equal to 0.5 pounds per square inch absolute (psia) under actual storage conditions, must have been leak tested within one year. This will be verified by SFA prior to unloading.
- Prior to the unloading of the fuel, SFA will conduct an inspection to ensure Respondent's compliance with these requirements. Failure to pass inspection will result in shipment being refused. SFA will not be responsible for any costs associated with refused shipments.
- Respondent will submit complete fuel oil specification report with each delivery.
- Maintenance of all trucks that deliver to SFA facilities shall meet safety and regulatory requirements identified by local, state, and federal regulation and SFA internal policy.

2.6 SFA PROJECT MANAGER

- 2.6.1 All the work performed hereunder shall be scheduled, coordinated, reviewed and approved by the SFA's Project Manager(s). The Project Manager(s) shall decide all questions which may arise as to the fulfillment of any work performed by Supplier, and his/her determination and decision thereon shall be final and conclusive. An alternate will be identified to perform this function when the SFA Project Manager(s) is not available.

2.7 DELIVERY

- 2.7.1 SFA will try to be as efficient when considering ordering more fuel for delivery; however, SFA would like a contingency clause added to the agreement, that vendor will deliver fuel within 48 hours of request for delivery regardless of the amount of fuel currently in tank. Example: SFA may request to have tank filled up in event of emergency or during high demand even if the tank is ½ full. SFA expects vendor to deliver regardless of amount in tank at time of request
- 2.7.2 SFA would like vendor to maintain a bulk storage area nearby (within at least an hour and a half away) to guarantee fuel delivery in the event of emergency within 48 hours of request for delivery.

2.8 PREVIOUS SPEND FOR FUEL AT SFA

- 2.8.1 SFA does not guarantee the following amounts in purchases but provides the following information as a guideline as to what the vendor may expect in fuel purchases:

FY24 - \$48,322.71, FY23 - \$37,923.48, FY22 - \$29,631.03

END OF SECTION 2

SECTION 3**INSTRUCTIONS TO RESPONDENTS****3.1 MANDATORY PRE-PROPOSAL CONFERENCE**

A **MANDATORY** pre-proposal meeting and site visit is scheduled for 1:30 PM Friday, May 23, 2025 in the Grounds and Transportation Building located at 1305 E. Starr Ave. Nacogdoches, TX 75962 located on the campus of Stephen F. Austin State University. A site visit is scheduled following the pre-proposal meeting.

3.2 CONTACT INFORMATION

3.2.1 All questions regarding the solicitation, or response must be forwarded to the following:

Kim Jones
Assistant Director, Purchasing
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962
Phone: 936.468.6551
Fax: 936.468.4282
Email: joneskk2@sfasu.edu

3.2.2 Questions relating to the HUB Subcontracting Plan may be directed to the Procurement and Business Services office, Lacey Bradshaw, 936-468-4412, Lacey.Bradshaw@sfasu.edu

3.3 SUBMITTAL DEADLINE AND LOCATION

3.3.1 All proposals must be received by SFA no later than **5:00 PM, Tuesday, June 17, 2025**.

3.3.2 Proposals submitted by mail should be sent to:

MAIL PROPOSAL TO:

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

**HAND DELIVER AND/OR
EXPRESS MAIL TO:**

Stephen F. Austin State University
Procurement and Business Services
2102 Alumni Drive, Austin Bldg., Room 131
Nacogdoches, TX 75962

3.3.3 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 office of Procurement and Business Services. Proposals must be in the office of the Procurement and Business Services 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.

3.3.4 Proposals will be publicly opened **8:45 AM, Wednesday, June 18, 2025** in the office of Procurement and Business Services, 2102 Alumni Drive, Austin Building, Room 131. Only the names of the respondents will be read out loud.

3.3.5 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.

3.3.6 Faxed proposals will **not** be accepted.

3.3.7 Electronically mailed proposals are acceptable and submission of email responses to bids@sfasu.edu. The University shall not be responsible for responses or portions of responses received late, illegible, incomplete, or otherwise non-responsive due to failure of electronic equipment, technology error, or operator error.

3.3.8 Proposals may be withdrawn at any time prior to the time and date set for proposal closing.

3.3.9 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

3.4.1 All proposals must be submitted in the format prescribed in **Section 3.7**.

3.4.2 **Respondent may email the proposal response to bids@sfasu.edu OR may submit one (1) complete electronic copy of the Proposal on electronic media** (e.g., USB Drive) in a Microsoft Office (Word, Excel, Project and PowerPoint files) version 2003 or later format, or searchable Adobe .PDF files

3.4.3 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.

3.4.4 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.

3.4.5 Proposals shall be signed by a legally authorized representative of the Respondent. Unsigned proposals (**Exhibit A**) will be rejected as a material failure.

3.5 ACCEPTANCE AND FORMATION OF AGREEMENT

3.5.1 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.

3.5.2 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.

3.5.3 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.

3.5.4 By submitting a response, the Respondent agrees to accept an agreement including the scope of work and specifications herein and attached to this Request for Proposal. SFA may also add additional services at a mutually agreed upon rate, as needed after award is made.

3.6 EVALUATION CRITERIA

- 3.6.1 Award will be based on a comprehensive review and analysis based on a 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.
- 3.6.2 Evaluation of the proposals will be performed by an evaluation committee representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in **Section 3.6.3**. Stephen F. Austin State University reserves the right to award an agreement not based only on the 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. The University reserves the right to request a presentation of the finalist(s) to present their operational plan to the evaluation committee. The University shall be the sole judge of determining which proposal represents the best value of the University.
- 3.6.3 Evaluation Criteria
- a. 45% - Financial Proposal, **Exhibit C**
 - b. 45% - Qualifications and Experience, **Exhibit E**
 - c. 5% - Respondent's past relationship with the University, **Exhibit E**
 - d. 5% - References, **Exhibit E**

3.7 PROPOSAL FORMAT

- 3.7.1 Proposals shall be prepared in a straightforward and concise manner, identifying clearly and concisely any deviations, enhancements and other differences that exist between the RFP and the respondent's proposed services. Emphasis should be placed on responsiveness to the RFP requirements, completeness and clarity of content and conformance to the RFP instructions. **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.
- 3.7.2 Proposal shall include the following information and be submitted in the following order:
Failure to provide any of the following documents will result in disqualification of the proposal from further consideration

Required Submittals

- A. Exhibit A – Signed Execution of Offer
- B. Exhibit B – Acknowledgement of Addenda, if any
- C. Exhibit C – Financial Proposal
- D. Exhibit D – HUB Subcontracting
- E. Exhibit E – Evaluation of Qualifications, Experience and References

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.

END OF SECTION 3

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 exempt from the payment of such taxes, 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

(If addenda are sent out)

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

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Respondent/Company: _____

Refer to the SFA Procurement and Business Services Department website to confirm all addenda issued: <https://www.sfasu.edu/procurement-business-services/do-business/bids-rfps>

EXHIBIT C FINANCIAL PROPOSAL

Having carefully reviewed the Scope of Work required to provide fuel services to Stephen F. Austin State University, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name: _____

Authorized Signature: _____

-
1. Having carefully examined all the specifications and requirements of this RFP and any attachments there to, the undersigned proposes to furnish On-site Gasoline and Diesel Fuel for Business Operations and Facilities as required per the aforementioned documents at the below quoted terms

2. Pricing Schedule:

Rental of non-ethanol gasoline tank **per month:** \$ _____

Rental of diesel tank **per month:** \$ _____

Price of building tank enclosure if vendor cannot provide tanks that meet SFA's current enclosure needs: \$ _____

Price per gallon for non-ethanol gasoline (**per month**) \$ _____

Price per gallon for red-dyed off-road diesel fuel (**per month**) \$ _____

3. Price Term

3.1. Pricing shall remain firm for the initial term of the agreement

3.2. Seven (7) days prior to the end of the month, SFA & Supplier shall review then current market conditions for any potential price adjustments for fuel pricing and will meet thirty (30) days before the yearly expiration to discuss rental and accessory pricing.

4. Payment Terms

4.1. The following payment term options and discounts are quoted (SFA's suggested payment terms are 2%/10 NET 30):

Net 30 days _____ %

Net 15 days _____ %

Net 10 days _____ %

4.2. Respondent may offer additional payment term options and discounts for SFA to consider.

-

EXHIBIT D
HUB SUBCONTRACTING PLAN (HSP)



HUB Subcontracting Plan (HSP)

QUICK CHECKLIST

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.*

SECTION 1: RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: _____ State of Texas VID #: _____
 Point of Contact: _____ Phone #: _____
 E-mail Address: _____ Fax #: _____
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No
- c. Requisition #: _____ Bid Open Date: _____

(mm/dd/yyyy)

Enter your company's name here: _____ Requisition #: _____

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).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		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 .	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 .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
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.

Enter your company's name here: _____

Requisition #: _____

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).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you do not have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
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.

Enter your company's name here: _____ Requisition #: _____

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.

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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-sbcont-plan-gfe-achm-a.pdf>

Item Number: Description:

Page 1 of 1
(Attachment A)

HSP Good Faith Effort - Method B (Attachment B)

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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>.

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.

Item Number: _____ Description: _____

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 Notice form, which is also available online at <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 you 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/tpasscmbldsearch/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.

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			- Yes - No
			- Yes - No
			- Yes - No

- 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>.
- 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.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		- Yes - No
		- Yes - No

HSP Good Faith Effort - Method B (Attachment B) Cont.

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Enter your company's name here: _____ Requisition #: _____

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/tpasscmbsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

- c. 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

Company Name: _____

State of Texas VID #: _____

Point-of-Contact: _____

Phone #: _____

E-mail Address: _____

Fax #: _____

SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: _____

Point-of-Contact: _____

Phone #: _____

Requisition #: _____

Bid Open Date: _____

(mm/dd/yyyy)

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

4. Bonding/Insurance Requirements:

- Not Applicable

5. Location to review plans/specifications:

- Not Applicable

EXHIBIT E
EVALUATION OF QUALIFICATIONS, EXPERIENCE & REFERENCES

Respondents are requested to submit a complete response to each of the below listed items. Responses requiring additional space should be brief and submitted as an attachment to your proposal package. Please reference each response by its item number indicated below.

Company Profile (The reputation of the Respondent and of the Respondent's goods or services)

1. State that you will provide a copy of your firm's audited financial statements for the past two (2) years, if requested by SFA.
2. Provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet analysis) which indicates the financial stability of your firm.
3. Is your firm currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
4. Provide any details of all past or pending litigation or claims filed against your company that would affect your firm's performance under an Agreement with SFA.
5. Is your firm currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, specify date(s), details, circumstances, and prospects for resolution.
6. Does any relationship exist whether by relative, business associate, capital funding agreement or any other such kinship exist between your company and any SFA employee? if yes, please explain.
7. Number of years in Business: _____
Type of Operation: Individual: _____ Partnership: _____ Corporation: _____ Government: _____
Number of Employees: _____
Annual Sales Volume: _____
8. Provide a customer reference list of no less than three (3) organizations with whom Respondent currently has contracts with and/or has previously provided On-site Gasoline and Diesel Fuel Services/Products of equal type and scope within the past five (5) years. Reference list to include, firm name, contact person, and telephone number, description of products and services provided, and length of business relationship.

General Requirements / Scope of Work (the quality of the Respondent's goods or services and the extent to which the goods or services meet the University's needs.

9. What difficulties do you anticipate in serving SFA and how do you plan to manage these? What assistance will you require from SFA?
10. Describe how you will ensure dependability and a long-term commitment to meeting fuel supply needs, both during normal operations and emergencies.
11. Describe how you will ensure a consistent and reliable supply of both diesel for backup generators and unleaded fuel for vehicles, especially during critical times or emergencies.
12. Describe how you will ensure proactive communications regarding potential delays, fuel shortages, or issue that might affect our supply.

13. Respondent will describe the types of reports or other written documents Respondent will provide (if any) and the frequency of reporting, if more frequent than required in the RFP. Respondent will provide samples of reports and documents if appropriate.

Service Support, Warranty, and Quality Assurance (quality of Respondent's goods or service)

14. Describe your firm's service support philosophy, how is it carried out, and how success in keeping this philosophy is measured.
15. Provide a list, description, and scope of all extended manufacturer's warranties and their annual cost beyond the one-year on-site warranty required herein.
16. Provide a schedule of your on-site service hours and the response time, both verbally and physically.
17. Does your firm's _____ require any preventative maintenance? If so, please describe the frequency, scope, and cost.
18. Describe your firm's quality assurance program, what are your firm's requirements, and how are they measured?

Added Value

19. Provide a list of any services not specified in this RFP that your firm will provide to SFA.
20. Provide details regarding any special services/benefits offered or advantages in SFA selecting your firm.

EXHIBIT F
CAMPUS MAP

<https://www.sfasu.edu/search/?q=CAMPUS+MAP>