TARRANT COUNTY

HOSPITAL DISTRICT d/b/a

JPS HEALTH NETWORK

REQUEST FOR PROPOSAL #20251340058
Vending & Refreshment Services

The Tarrant County Hospital District d/b/a JPS Health Network (the “District”) is seeking proposals for the provision of Vending & Refreshment Services.

**The District will reject any proposal that fails to comply in all respects with the instructions set forth herein for responding to this Solicitation. NO EXCEPTIONS WILL BE MADE, even if you are a current or prior vendor for the District. The contract awarded, if any, under and pursuant to this Solicitation shall supersede any previous contract, bid, or GPO agreement for the products or services described herein.**

Release Date: 10/03/2025

Response Deadline: 10/24/2025, 2:00 p.m. CST

1. **OVERVIEW**
	1. **INTRODUCTION AND OVERVIEW**

The District desires to award a contract or contracts based upon vendor proposals (“Solicitation Response(s)”) to this Solicitation (“Solicitation”). The District is soliciting vendor proposals from vendors capable of supplying the District with Vending & Refreshment Services (the “Service(s)”), as set forth and specified herein (See Section II below, Business Requirements, attached hereto and incorporated herein for all purposes). All Solicitation Responses must be delivered to the District by the date and time, and in the manner specified in Section I.B hereof to be considered a Solicitation Response by the District. It is the sole responsibility of the vendor submitting a Solicitation Response (“Respondent”) to ensure that its Solicitation Response is delivered to the proper location on time and in the manner set forth herein.

A Solicitation Response does not commit the District to accept such Solicitation Response or to award a contract based on any Solicitation Response (“Contract Award”) merely because a Solicitation Response may propose the lowest price for the Services. The District expressly reserves the right to base any Contract Award hereunder upon its evaluation of all relevant factors regarding the vendor, including, but not limited to, Service pricing and terms, management experience and expertise, industry reputation and profile, performance history, support services, location and accessibility, and any other information relevant to its evaluation. Qualifications and omissions will be considered when evaluating vendor solicitation responses. A Solicitation Response that does not meet the minimum requirements set forth in Section II below, *Business Requirements*, will be disqualified.

This Solicitation is not an order and does not commit the District to pay for any costs incurred by the prospective vendor in the preparation or submission of the Solicitation or in the procurement of the Service. Service quantity estimates used herein may or may not reflect actual quantities needed or used by the District in the future, and do not commit the District to order specific Service quantities. Any Solicitation Response accompanied by terms and conditions that conflict with this Solicitation may be rejected by the District.

The District reserves the right to reject any or all Solicitation Responses and to issue a Contract Award or not to issue a Contract Award based solely on the Solicitation Responses received by the District in response to this Solicitation. However, prior to making any award hereunder, the District also reserves the right to engage in additional discussions with one or more of the vendors responding to this Solicitation.

Any prospective Respondent may request an explanation or interpretation of any portion of this Solicitation by complying with the request procedure described in Section I.C.2 below. The responses, if any, of the District to such requests are subject to and will be in the form of amendment to the Solicitation and will comply with the provisions of Section I.C.2 below. The District may elect not to respond to any or all such requests received from prospective Respondents.

**MINORITY, WOMAN, AND VETERAN OWNED BUSINESS ENTERPRISE PARTICIPATION**

The District maintains a policy of encouraging and engaging in business transactions with vendors who qualify and are certified under applicable law as Minority, Woman, and Veteran Owned Business Enterprises (“MWVBEs”). The District establishes a **25%** good faith target goal. The District also encourages its vendors to utilize subcontractors and vendors who qualify and are certified under applicable law as MWVBEs. MWVBE Respondents are also strongly encouraged to subcontract to other MWVBEs to expand MWVBE participation beyond Respondent’s own self-performance. MWVBE Respondents should identify and list MWVBE subcontractors and other relevant information under the appropriate Solicitation Response section(s) and on the Good Faith Form ([Exhibit F](#ExG)). Prior to the Contract Award, a Respondent’s good faith efforts to utilize MWVBE subcontractors and vendors in its business transactions shall be part of the criteria under which the vendor proposals will be considered. Each Respondent will be required to show in its Solicitation Response its efforts to utilize MWVBE subcontractors and vendors in its business transactions.

**VENDOR PORTAL**

Prior to the District’s consideration of a Respondent’s Solicitation Response each Respondent is required to register as a vendor in the District’s online vendor portal, B2Gnow, located on the District’s Website at: <https://jpshealth.gob2g.com>.

The District will monitor contract compliance via B2GNow. The prime vendor and any subcontractors awarded contracts as a result of this Solicitation are required to use the secure web-based system to submit project information including, but not limited to, monthly progress payment reports and other information related to MWVBE participation. The District may require additional information related to the contract to be provided electronically through the system at any time before, during, or after contract award. Noncompliance may result in exclusion of a vendor from future contract opportunities with the District.

**COMPLIANCE WITH TEXAS GOVERNMENT CODE SECTION 2252.908**

Texas Government Code Section 2252.908 (“Section 2252.908”) states that a governmental entity or state agency ***may not*** enter into certain contracts with a business entity unless the business entity submits Form 1295, a disclosure of interested parties, to the governmental entity or state agency ***at the time the business entity submits the signed contract to the governmental entity or state agency***.  Section 2252.908 applies to all contracts entered into from and after January 1, 2016 between business entities and Texas governmental entities and state agencies which meet either one of the following criteria:

1. the contract requires a vote of the governing body of the Texas governmental entity, or

2. the contract has a contractual value of at least $1 Million.

The Texas Ethics Commission has adopted a Certificate of Interested Parties form (“Form 1295”) and has made it available on the TEC website.

In 2017 Section 2252.908 was amended to provide that the requirements of Section 2252.908 do not apply to the following contracts entered into or amended after January 1, 2018:

1. a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;

2. a contract with an electric utility, as that term is defined by Section 31.002, Texas Utilities Code; or

3. a contract with a gas utility, as that term is defined by Section 121.001, Texas Utilities Code.

In the event a Contract Award is issued pursuant to this Solicitation, the Respondent receiving the Contract Award shall be required to comply with the provisions of Section 2252.908, Texas Government Code, and the Chapter 46 Rules of the TEC, prior to entry into a contract with the District. The TEC has posted a video tutorial to its website for business entity filings of Form 1295. The TEC video provides step-by-step tutorials for creating login accounts for the business entity for completing and filing Form 1295. The TEC video tutorials can be viewed on its website at:

<https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm>

The TEC’s FAQs are posted on its website at:

<https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php>

**COMPLIANCE WITH TEXAS GOVERNMENT CODE CH. 2271 (Boycott of Israel Prohibited)**

In 2017 Texas Government Code Section [2271.001](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2271.htm) et seq. was enacted to provide that a Texas governmental entity is prohibited from entering into a contract with a company unless the contract contains a written verification by the company that (i) the company does not boycott Israel, and (ii) the company will not boycott Israel during the term of the contract. The requirement was modified in 2019 to apply only to contracts with a value of $100,000 or more that are made with a company (not including sole proprietorships) with 10 or more full-time employees. The term “boycott Israel” is defined in Section [808.001(1)](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.808.htm) of the Texas Government Code and means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict harm on, or limit commercial relationships specifically with Israel, or with a person or entity doing business in Israel or in an Israel-controlled territory, but does not include an action made for ordinary business purposes. Any awarded contract must comply with the verification requirements in Texas Government Code Section [2271.001](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2271.htm), and a Respondent’s failure or refusal to comply will result in the withdrawal of the Contract Award. **Respondents should ensure they and their affiliates do not appear on the Texas Comptroller’s** [**List of Companies that Boycott Israel**](https://comptroller.texas.gov/purchasing/docs/anti-bds.pdf)**.**

**COMPLIANCE WITH TEXAS GOVERNMENT CODE SECTIONS 2252.151 et seq. (Scrutinized Business Operations in Sudan, Iran, or with Designated Foreign Terrorist Organizations Prohibited)**

In 2017 Texas Government Code Chapter 2252 was amended by adding Sections [2252.151](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2252.htm#2252.151) et seq. to provide that a Texas governmental entity is prohibited from entering into a contract with a company that engages in certain scrutinized business operations in Sudan, Iran, or with foreign terrorist organizations. A Texas government entity may not enter into a contract with a “scrutinized company” as defined in Section [2270.0001(9)](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2270.htm#2270.0001) of the Texas Government Code. **Respondents should ensure that they and their affiliates do not appear on the Texas Comptroller’s** [**Scrutinized Companies Lists**](https://comptroller.texas.gov/purchasing/publications/divestment.php)**. The District is** [**prohibited by law**](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2252.htm#2252.152) **from entering into a contract with a company on such a list (including a company with any affiliate on the list).**

**COMPLIANCE WITH TEXAS GOVERNMENT CODE CH. 2274** (**Discrimination Against Firearm Entities or Firearm Trade Associations Prohibited)**

In 2021, Texas Government Code Chapter [2274](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2274.htm) was enacted to provide that a Texas governmental entity is prohibited from entering into a contract with a company unless the contract contains a written verification by the company that (i) the company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) the company will not discriminate against a firearm entity or firearm trade association during the term of the contract. The requirement applies only to contracts with a value of $100,000 or more that are made with a company (not including sole proprietorships) with 10 or more full-time employees. The requirement does not apply to sole source contracts or competitive solicitations-related contracts where no respondent can provide the verification required. (See Sec. [2274.002(c)](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2274.htm#2274.002)). The term “discriminate against a firearm entity or firearm trade association” is defined in Texas Government Code Section [2274.001(3)](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2274.htm#2274.001) and means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity’s or association’s status as a firearm entity or firearm trade association. Any awarded contract must comply with the verification requirements in Texas Government Code Section [2274.002](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2274.htm#2274.002), and a Respondent’s failure or refusal to comply will result in the withdrawal of the Contract Award.

**COMPLIANCE WITH TEXAS GOVERNMENT CODE CH. 2276 (Boycott of Certain Energy Companies Prohibited)**

In 2021, Texas Government Code Chapter [2276](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2276.htm) was enacted to provide that a Texas governmental entity is prohibited from entering into a contract with a company unless the contract contains a written verification by the company that (i) the company does not boycott energy companies, and (ii) the company will not boycott energy companies during the term of the contract. The requirement applies only to contracts with a value of $100,000 or more that are made with a company (not including sole proprietorships) with 10 or more full-time employees. The term “boycott energy company” is defined in Section [809.001(1)](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.809.htm#809.001) of the Texas Government Code and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A). Any awarded contract must comply with the verification requirements in Texas Government Code Section [2276.002](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2276.htm#2276.002), and a Respondent’s failure or refusal to comply will result in the withdrawal of the Contract Award.

**TEXAS PUBLIC INFORMATION ACT**

Each Respondent acknowledges that the District is a governmental body operating under and subject to the provisions of the Texas Public Information Act (“TPIA”) (Chapter 552 of the Texas Government Code) and thereby acknowledges that certain information collected, assembled, or maintained in connection with the transaction of official business by a governmental body is considered public information potentially subject to disclosure pursuant to a valid TPIA request. Respondent is responsible for challenging any requests for information it considers confidential under the TPIA. The requirements of Subchapter J, Chapter 552 of the Texas Government Code apply to this bid, and the contractor or vendor agrees that that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter. **Respondents should consult the Attorney General’s website (**[**https://www.texasattorneygeneral.gov/open-government/office-attorney-general-and-public-information-act**](https://www.texasattorneygeneral.gov/open-government/office-attorney-general-and-public-information-act)**) for information concerning the application of the provisions of the TPIA to proposals and proprietary vendor information.**

* 1. **SOLICITATION RESPONSE REQUIREMENTS, CONDITIONS AND RELATED INFORMATION**
		1. **Preparation of Solicitation Response.**

#### Each Respondent should carefullyexamine and familiarize itself with this Solicitation and all exhibits, drawings, specifications, and instructions included in this Solicitation. Each Respondent, by submitting a Solicitation Proposal, represents that Respondent has read and understands this Solicitation and the drawings, exhibits attached to this Solicitation.

#### Each Solicitation Response shall be fully completed, shall contain all the information required from the Respondent by this Solicitation, including the Vendor Certification Form attached hereto as [Exhibit D](#ExC) (“Required Information”), and shall be signed and executed, on the Signature Form attached hereto as [Exhibit B](#ExB) by an officer or other authorized representative of the Respondent. Each page of a Solicitation Response shall contain the company name of the Respondent. A Respondent’s failure to provide any of the Required Information in its Solicitation Response, or the failure of the Solicitation Response to contain the signature of Respondent’s officer or other duly authorized representative, may result in the District’s disqualification of such Solicitation Response. The Required Information shall include detailed information regarding the Respondent’s historical efforts (for the last year) to utilize DBE subcontractors and vendors in its prior business transactions and shall include such detailed information in its Solicitation Response.

#### Each Respondent shall be responsible for and shall bear all costs for the preparation and presentation of its Solicitation Response. Unless otherwise designated by Respondent and agreed by the District, the Solicitation Response and all drawings, materials, supporting documentation, manuals, etc. submitted with any Solicitation Response (“Submitted Materials”) will, immediately upon submission, become the property of the District. After the date upon which the final vendor is selected (See Section I.C.1 below) Respondents may request the return of the Submitted Materials. However, all costs associated with returning the Submitted Materials to a Respondent shall be born and paid in advance by the Respondent.

#### The District does not guarantee the confidentiality of any Submitted Materials. Each Respondent, by submitting a Solicitation Response, acknowledges and agrees that any Submitted Materials will be distributed or made available to appropriate District personnel and consultants involved in this Solicitation process, and further understand that the Submitted Materials may be subject to disclosure pursuant to the TPIA. Information considered proprietary by a Respondent should be clearly marked “Proprietary” when submitted with a Solicitation Response.

#### The District reserves the right to modify and/or supplement this Solicitation by amendment issued by the District prior to the date and time of the Response Deadline (defined herein). Any such amendments will be posted on-line prior to the Response Deadline at the same District internet site where this Solicitation is kept available for solicitation of Solicitation Responses. It is the responsibility of each Respondent to check that internet site frequently to determine if any amendments have been issued.

#### The District reserves the right to withdraw this Solicitation, at its sole discretion, from any or all prospective vendors and Respondents at any time, before or after the Response Deadline. The withdrawal, if ever, of this Solicitation shall be effective upon the District’s issuance of written notice posted on-line at the same District internet site where this Solicitation is kept available for solicitation of Solicitation Responses, which notice may also be sent by the District to the prospective Respondents in any manner deemed reasonable by the District.

* + 1. **Form of Contract.**

### Any Respondent awarded a contract with the District for the purchase and sale of the products and/or services pursuant to this Solicitation shall be required to execute an agreement between the Respondent and the District which shall in all material respects contain the terms and conditions set forth in [Exhibit C](#ExC) (Contract Terms), which is attached hereto and incorporated herein for all purposes. The District will not agree to change the Contract Terms except under unusual circumstances approved in the sole discretion of the District and its legal counsel. The District will entertain changes to the Contract Terms to the limited extent required to conform the unique terms of the Solicitation Response to the Contract Terms (e.g., unique payment provisions, terms and conditions). The District reserves the right to approve or reject any proposed changes to the Contract Terms submitted by Respondents.

### **IF ANY RESPONDENT PROPOSES CHANGES TO THE CONTRACT TERMS THE RESPONDENT MUST DO SO BY PROVIDING A REDLINE IN RESPONSE TO EXHIBIT C, THE *VENDOR’S PROPOSED REVISIONS* SHOWING ALL PROPOSED EXCEPTIONS, ADDITIONS, DELETIONS AND/OR REVISIONS TO THE REQUIRED CONTRACT TERMS. A RESPONDENT’S ATTEMPT TO PROVIDE ITS PROPOSED EXCEPTIONS, ADDITIONS, DELETIONS AND/OR REVISIONS IN ANY MANNER OTHER THAN AS INSTRUCTED MAY RESULT IN THE DISTRICT’S REJECTION OF THE RESPONSE WITHOUT FURTHER EXAMINATION.**

Respondents may not request additional changes to the Contract Terms after the Solicitation Response has been submitted to the District, nor will the District agree to negotiate any requested changes to the Contract Terms which are not included with the Solicitation Response in the manner and form set forth above in this section I.B.2 and in Exhibit C.

* + 1. **Submission of Solicitation Responses.**

#### All Solicitation Responses shall be submitted to the District as follows:

* + - * 1. **All Solicitation submissions must be sent electronically to** **Bid\_submissions@jpshealth.org**. The proposal (except for any redline of the Contract Terms) must be submitted in a format that preserves graphic appearance, such as portable document format (PDF) or other digital image format that is platform-independent and easily readable without purchased software. If you submit a redline in response to Exhibit C, you must provide an editable, unlocked/unsecured version of the redline with your Solicitation Response (preferably in track changes).
				2. An attempted award will be deemed invalid if the Respondent, upon award of a contract (if ever), is not registered with **JPS Vendor Portal** (<https://jpshealth.gob2g.com/>) or is not in compliance with the District’s requirements for vendor credentialing.
				3. Respondents must submit the Solicitation Response as follows: the body of the email containing the Solicitation Response must state the following: (i) the name and address of the Respondent, (ii) the Response Deadline, and (iii) the Solicitation number. **Please put the Solicitation number and description in your email subject line.**
				4. Unless otherwise expressly provided in this Solicitation or in any amendment to this Solicitation, no Respondent shall modify or cancel the Solicitation Response or any part thereof for thirty (30) days after the Response Deadline. Respondents may withdraw Solicitation Proposals at any time before the Solicitation Proposals are opened by the District, but may not resubmit them. No Solicitation Proposal may be withdrawn or modified after the Solicitation Proposal deadline.
				5. Solicitation Proposals will not be considered if they show any omissions, alterations of required forms, additions or conditions not requested or irregularities of any kind. However, the District reserves the right to waive any irregularities and to make the award in the best interest of the District.
				6. The Respondent acknowledges the right of the District to reject any or all Solicitation Responses and to waive any informality or irregularity in any Solicitation Response received. In addition, the District reserves the right to reject any Solicitation Response if the Respondent failed to submit the data, information or documents required by this Solicitation, or if the Solicitation Proposal is any way incomplete or irregular.
				7. Failure to follow the instructions regarding the submission of Solicitation Responses may result in the District’s disqualification of such Solicitation Responses.

#### Solicitation Responses are due on or before **10/24/2025, 2:00 p.m. CST (“Response Deadline”).** The Response Deadline may be extended by the District upon amendment to this Solicitation issued prior to the then-existing Response Deadline. Solicitation Responses are not scheduled for public opening. No telephone, telephonic, or FAX Solicitation Responses will be accepted. The District will not be responsible for missing, lost, or late deliveries. **Solicitation** **Proposals delivered after the Response Deadline will not be accepted or considered under any circumstances**.

#### Each Solicitation Response shall contain the completed form entitled, “Vendor Certification Form” set forth on [Exhibit D](#ExD) which is attached hereto and incorporated herein for all purposes.

#### Each Solicitation Response shall contain the completed form entitled “Conflict of Interest Questionnaire” set forth on [Exhibit E](#ExE) which is attached hereto and incorporated herein for all purposes, and shall return the Conflict of Interest Questionnaire with its Solicitation Response.

* 1. **SOLICITATION SCHEDULE AND RELATED INFORMATION**
		1. **Estimated Schedule**

|  |  |
| --- | --- |
| Milestone | Date |
| Solicitation Issued | **10/03/2025** |
| Deadline for Questions Submitted by Respondents  | **10/13/2025, 2:00 p.m. CST** |
| Pre-Proposal Conference | **No Pre-proposal Conference** |
| Response Deadline | **10/24/2025, 2:00 p.m. CST** |
| Solicitation Evaluation Period  | **TBD** |

#### **Pre-Proposal Conference**. No Pre-Proposal Conference will be conducted.

#### **Milestone Dates.** Milestone Dates are estimated for planning purposes only and are subject to change.

* + 1. **District Solicitation Contact**

Respondents may, in the manner prescribed herein, present requests (“Submission Questions”) for an explanation, clarification or interpretation of the Business Requirements in this Solicitation and/or other requirements for submission of Solicitation Responses to the Solicitation Contact identified below during the proposal submission period. All Submission Questions must be submitted in writing and emailed tothe Solicitation Contact, at the email address set forth below, and must reference the appropriate pages and sections number of this Solicitation that are the subject of such Submission Questions. The final date and time to submit Submission Questions **is 10/13/2025, 2:00 p.m. Central Time. NO PHONE CALLS PLEASE.** Confirmation of the delivery of Submission Questions to the District is the sole responsibility of the Respondent. The District may, in its sole discretion, elect not to answer or respond to any or all Submission Questions it receives, and the failure of refusal of the District to answer or respond to any Submission Question will not affect, in any way, this Solicitation. Submission Questions may be informally addressed during the Pre-Proposal Conference; provided, however, that no answer or response to any Submission Question by any representative of the District shall be effective unless and until it is issued by the District in writing in the form of one or more addenda to the Solicitation, and has been posted to the District’s Solicitation website link prior to the Response Deadline. It is the responsibility of each Respondent to check the website for all addenda to the Solicitation up to the Response Deadline. Prospective vendors are advised that no District employee other than the Solicitation Contact is empowered to make binding statements regarding this Solicitation, and no statements, clarifications, or corrections regarding this Solicitation are valid or binding on the District except those issued in writing by the Solicitation Contact as addenda to the Solicitation.

**Contact between Respondents and the District, other than in the manner described and set forth in this Section I.C.2, during the Solicitation Response submission period or evaluation period is prohibited. Any attempt by a Respondent to engage in prohibited contact with the District or the Solicitation Contact may result in disqualification of its Solicitation Response.**

The Solicitation Contact is:

Kerron Haywood, Sourcing and Contracting

Supply Chain Department

JPS Health Network

JPS Professional Office Complex

1500 S. Main St.

Fort Worth, TX 76104

Email: Bid\_Submissions@jpshealth.org

District’s Solicitation website link: <https://www.jpshealthnet.org/vendors/open-rfpsrfbsrfqs>

1. **BUSINESS REQUIREMENTS**
	1. **INTRODUCTION**

The District is requesting proposals from qualified vendors to provide Vending & Refreshment Services.

* 1. **BACKGROUND**

The Tarrant County Hospital District, known as [JPS Health Network](https://jpshealthnet.org/) (“District”), is a tax-supported organization serving the healthcare needs of families across Tarrant County. JPS provides adult inpatient care at John Peter Smith Hospital, a facility licensed for 582 beds and located in Fort Worth, Texas. JPS has served as a Level I Trauma Center for Tarrant County for over a decade and is currently the largest training institution in Fort Worth.

The health network offers comprehensive services including primary care, specialty care, and pharmacy at more than 25 community locations. JPS is dedicated to providing a full continuum of behavioral health services, including inpatient services at Trinity Springs Pavilion, emergency behavioral health services at our Psychiatric Emergency Center, outpatient services at our JPS clinics, and mental health services for children and adolescents through programs like [TCHATT](https://jpshealthnet.org/medical-professionals/tcmhcc).

JPS is governed by an eleven (11) member Board of Managers, whose members are appointed by the Tarrant County Commissioners Court.

* 1. **PROJECT SCOPE**

Seeking competitive proposals from prospective vendors for Vending Services. The primary objective of this Request for Proposal (RFP) is to enable the District to partner with a vendor capable of providing high level service and improving revenue contributions, while reducing total costs and improving the quality of the Vending Service Program. Products for vending snacks/beverages and refreshment services can be bid independently or all areas combined. The District’s goal for Vending Services is to provide quality products and services for its facilities at the best value possible. With this in mind, the District requires that the program operate with uniform pricing across JPS Health Network.

The District uses a variety of vending products across various locations, but has worked to consolidate to one primary vendor for the supply and services to the District. The Successful Bidder is expected to provide and install the necessary vending equipment at their own expense to support their programs. Additionally, the Successful Bidder will be required to develop a transition and marketing/communication plan for all locations that are not currently supported with a vending program that you are proposing. The District expects the Successful Bidder to make recommendations for the best locations and product mix for each vending machine. The cost of the startup, transition and communication as well as any related travel and materials is at the expense of the Successful Bidder.

To be considered for award prospective vendors must comply with all requirements specified in this RFP. Products will be delivered through the approved distributor or the manufacturer.

* 1. **MINIMUM REQUIREMENTS**

 **Equipment Listing**









A. Equipment Listing

1. Cold Beverage Machines
2. Hot Beverage Machines
3. Snacks (chips, crackers, etc.) Machines
4. Fresh Smart Vending Machines
5. Credit Card/Debit Card Capability at Machines
6. Recycle bins, when requested, adjacent to cold drink machines
7. Antenna, wires, or other connectivity devices to ensure seamless Wi-Fi connection to machine and/or credit card readers.
8. Other – as presented by bidder

The Successful Bidder will be required to install, operate and maintain the Vending and related equipment as specified while providing the highest level of service quality and uniform pricing for all District locations. All equipment will be approved by the District prior to it installation.

This includes but is not limited to:

* Uniform look of the most contemporary design and dispensing technology. Ability to individual wraps for machines upon request.
* Sized appropriately for the space and volume demands to ensure no empty machines between restocking.
* Temperature monitoring and safety (turn off) devices for machines dispensing perishable or potentially hazardous food products.
* Product dispensing/storage (as need).
* Coins in any combination-nickel dime or quarter an dollar bill exchanges up to a $20.00 bill.
* All machines to accept dollar bills, change, and credit/debit cards.
* Card readers to accept payroll deduction if requested.
* Must have the UL approval on all machines
* Greening initiatives, i.e. LED lighting
* Other known to your products and or system- Please make known any equipment benefiting disabled persons.

\*Vending equipment shall have card readers for payment via debit and credit cards. This capability may be required on all vending equipment in high-volume areas if the District deems necessary. The card readers are to be provided and maintained by the Successful Bidder and are to be compatible with the District payroll deduction system. The District will provide the connection from the card reader to the District and payroll deduction module as needed. The Successful Bidder is responsible for the cost of the associated with the Vending Reader to read Proximity Card. JPS Health Network will not be responsible for any cost associated with this equipment.

1. The Successful Bidder shall describe in detail if any of the equipment proposed will be proprietary to the vending products sold and whether there is an incentive to using a product (s).
2. The Successful Bidder shall evaluate the estimated annual sales to determine the appropriate amount of vending machines and variety of offerings per facility locations.
3. The Successful Bidder shall post and/or publish the refund policy for all District customers at the machine location and on the District’s internet and intranet sites and will provide a change fund to designated JPS location (s) as mutually agreed to.
4. The Successful Bidder shall recognize that not all machines or locations will be ‘profitable’ to the Vendor due to low volumes, but will be required due to location’s population and service to the District patients, customers and staff. Respondents must describe any minimum requirements to service any specific delivery location in the RFP response. Changes to the machines and/or selections must be agreed to in writing by the District prior to any changes done by the Successful Bidder.
5. The Successful bidder must be able to change the location of a vending machine or to increase/decrease the number of machines in any location with 48 hours of written notification by the District to the Successful Bidder.
6. The Successful Bidder shall provide annually and inventory of all vending machines, change-making machines, ovens and other equipment by type and location used by the District. The report must be submitted 30 days after each contract year.
7. The District may make periodic inspections of all the Successful Bidder’s facilities and/or equipment to determine if such are in conformity with the contract. The Successful Bidder shall make all improvements, repairs and/or replacement s of equipment as may be reasonably required by the District.

PRODUCT REQUIREMENTS

The Successful Bidder will present their proposed “Plan-o-Gram” for each vending machine category:

Cold Beverage, Snacks, Hot Beverage, Fresh Foods and Other Machine Types presented.

The minimum requirement for vended products includes the following:

* Some 12 oz canned soft drink product in the mix
* Plastic, non-breakable bottles/containers
* Mix all soft drink providers, Coca-Cola, Pepsi and Dr. Pepper

If can be demonstrated as significant incentive/benefit to the District by offering an alternative soft drink provider include this information in your RFP response.

* + Healthy options as a mix of the overall selections. It is required that each machine will have 20% healthy items for all food and drink machines maintained by Successful Bidder. In the event this healthy vending item percentage is changed, it will be mutually agreed upon by both parties.
	+ They will also provide a complete list of healthy options with nutritional information by product. These healthy options shall include shelf stable products with the following:
		- Zero trans fats/portion.
		- 230 mg. of sodium per serving (480 mg. for refrigerated items)
		- 100% juice items
		- Beverages with less than 40 calories per serving
		- Milk containing 2% fat or less
		- Packaged foods no added fats, oils or sweeteners
		- Packaged foods with no more than 35% sugar
		- Packaged foods with no more than 10% saturated fats
		- Foods with less than 200 calories per item.
* Advertised signage related to healthy vending will be present on snack machines. A healthy criteria and nutritional information for snacks, drinks and sandwiches will be available.
* Product mix and placement of those items will be mutually agreed to with the Director of Nutritional Services prior to the start of the contract.

SERVICE REQUIREMENT The Successful Bidder shall, at all times and at its expense, be responsible for all service, maintenance and repair of its machines. The Successful Bidder agrees that all equipment is their responsibility. Each machine will have a unique machine number for easy identification. Each machine will have prominently displayed a contact number for service and/or refunds. All equipment must be maintained in good repair, cleaned per Tarrant County Health Department standards, or any other standard established by applicable law or industry practice, and service shall be provided, seven days a week, with 24 hours of verbal or written notification. Service calls on any machine out of service must be provided within (4) hours of written or verbal communication to the Successful Bidder.

If there is failure of any fresh food machine and it is shut down for any duration ALL perishable products must be discarded and the machine restocked or replaced.

The Successful Bidder must maintain a record of service calls that include: the time, date of call, machine identification number, location, action taken and the time/date of the repair. This record must be furnished to the District upon request within 48 hours or immediately as demanded by any regulatory agency, such as The Joint Commission, the Tarrant County Health Department and any applicable state or federal agencies. Provide a sample of this report and monitoring capabilities in the RFP response.

The Successful Bidder will be responsible for adding or replacing equipment at the discretion of the District without undue delay. Permission to relocate, exchange or remove equipment must be approved in writing in advance by the District, documented and communicated to the District.

The Successful Bidder shall provide samples in the RFP response and shall agree to provide if awarded the contract the following customized documents to the District:

* Detail implementation and transition time line
* Detail marketing and promotions for the ‘start up’ period for this service
* Fresh food machine supply schedule and two week sample menu for fresh foods
* Product vended summary report itemized by individual product item
* Sales report by machine monthly and reports upon request.
* Healthy vending advertisement and/or stickers for all machines especially smart vending machines.
* Smart vending machines will promote mostly healthy vending and not host candy or snacks that do not promote health.

The Successful Bidder will be responsible for removing all empty cartons from each vending area to the outside trash collection receptacle designated and provided by the District.

The Successful Bidder will be responsible for effective vermin control measures in all vending display and storage areas.

RISK BASED INCENTIVES

Respondents shall propose a set of performance metrics which will be evaluated monthly by the District and modified, if needed. Such metrics will be used to include financial risk for a portion of Respondent’s management fee if mutually agreed upon performance standards are not achieved and maintained.

INSTALLATION AND HOURS OF OPERATION

All vending machines are to be installed by the Successful Bidder at no charge to the District and shall remain the property of the Successful Bidder. The Successful Bidder shall not make structural changes in or to the District facilities in order to install the equipment. The District shall furnish space, electricity and other utility connections (mutually agreed to) for the operation of stated equipment. Upon delivery of the equipment to the facilities listed, each is to be tested to assure proper operation, if necessary.

The District is not responsible for any damages to merchandise, vending machines or other equipment in the case of vandalism, break-in-or burglary, and power failure due to any natural disaster beyond the control of the District. The District does not guarantee uninterrupted service in providing any utility. The Successful Bidder will be required to hold the District harmless from any loss or damage which may arise as a result of the failure of any utility service.

Vending machines are operational during all hours that buildings are open. As a general rule, facilities are open seven (7) days per week. Elevator access at the District is limited during the following times:

Monday through Friday: 6:30 a.m. – 6:30 p.m. and Saturday/Sunday/Holidays: 8:00 a.m. – 4:00 p.m.

All deliveries must come through the loading dock area of the District. No deliveries will be permitted through main or other public entrances. Any and all District guidelines and rules will be followed by the representatives of the Successful Bidder.

QUALITY GUIDELINES

The Successful Bidder shall provide samples of performance standards, criteria and the measurement method for these in the RFP response. State any corrective action process, addressing incorrect orders, empty machines, product recall process, delivery delays, additional/removal of vending machines, customer service complaints or other quality related issues. Please include details about your issue escalation process.

Describe in detail how you will accept request for service, i.e. phone calls, web based, etc. Additionally, describe how you will confirm a request and notify the completion of request. State in the RFP response the average fill rate for all service requests as a percent of total request per site.

PAYMENT GUIDELINES

Vending Products

* Prospective vendor recognizes that the District qualifies as a tax-exempt government agency pursuant to the provisions of Section 501(c) (3) of the Internal Revenue Code of Section 150.309 of Texas State, Excise, and Use Tax Code, and is not responsible for payment of any amounts accountable or equal to any federal, state or local sales, use excise, personal property or other taxed levied on any transaction or article that may be provided to the District by Vendor. Vendor will be responsible for the collection and payment of any applicable state, city, county and local sales taxes, license fees or other levies or assessments imposed by said governmental entities as a result of the Vendor’s operations.
* The Successful Bidder is responsible for all liability, loss, workman’s compensation, income tax, unemployment insurance, social security as it relates to Successful Bidders’ employees or Successful Bidder performing services contemplated by this RFP. This also includes products that the Successful Bidder sells to the District.
* The Successful Bidder is responsible for proper transportation, sourcing, quality, and handling of all vending or refreshment productions. It is there responsibility to maintain a proper food safety program which incudes these aspects as well as sourcing proper food products.

National Pricing

* The price quoted for each vended item is the full sell price to a customer, inclusive of all freight, delivery, taxes and other typical charges to all the current locations specified in this RFP as well as any future District locations.
* A product, portion and price guide list of all vended items must be provided to the District annually with thirty (30) days prior to the start of any new contract year contemplated by this RFP.

Gross Revenues

* The term “gross revenues” as used herein shall be understood to include all monies inserted and retained in the vending machines of the Successful Bidder, and less any change remitted. Any sales taxes imposed by law and directly paid by the Successful Bidder to the taxing authority shall be paid by the Successful Bidder after the proper percentage of gross revenues has been computed and paid to the District. The Successful Bidder will be responsible for paying any all sales taxes.

Payments

* The percentage of gross revenue shall be calculated separately for each District facility and machine located within as referred to in an appendix (provided by District) and paid monthly, without billing, to the designated District office along with the gross sales report and computed commissions due for the period. Payment of commissions will be calculated before deduction of all fees, taxes and related expenses.
* This report and payment is to be submitted no later than twenty (20) days after the end of the monthly reporting period. The District must approve the report format, which must include gross revenues by product category and machine location. Please provide a copy of the sample report in response to this RFP.
* All accounts payable issue will be the responsibility of the Successful bidder to alert and notify the District when there is any concerns, discrepancies, or payment terms as soon as possible.

Accounting Records

* The Successful Bidder will maintain separate books, records, and accounts relating to the operation of this agreement in a form and manner satisfactory to the District. At the close of each month’s accounting period, the Successful Bidder shall the District with an income statement for each separate facility by category, for the month’s operation and for the year-to-year date. The Successful Bidder shall submit to the District with one hundred and twenty (120) days following the close of its fiscal year, a balance sheet, income statement, and a statement of retained earnings, all accompanied by a statement of their certification by a certified public account.
* Pricing should be based on the contract terms specified in this RFP.
* Successful Bidder should state any continuous improvement revenue gains over the life of this contract. State specific systems and programs that will be used to increase revenue.
* Provide any other options and the associated discounts, incentives and/or increased commissions that would be offered to District.
* Unit of Measure: Quotes should match the indicated Unit of Measure (UOM)
* General: Do not quote on items you cannot provide
* General: Pricing should not be predicated upon being awarded on all items bid on.

SPECIFIC CONDITIONS

1. All pricing, commissions and services proposed must be consistent and apply to all prices, commissions and services through the District’s network regardless of location, volume, product or services used.
2. The Successful Bidder shall identify all specific service parameters, such as contact phone numbers, emergency numbers and other areas of concern. Emergency services will be available 24 hours a day, seven days per week.
3. The Successful Bidder (if applicable) shall describe any value added services that will be provided with respect to any agreement with the District. Some theses value added services beyond vending could be (but not limited to) refreshment or pantry services, coffee services, self-serve kiosk, or micro marts.
4. The Successful Bidder will be expected to present revenue enhancement, product cost savings and quality enhancement opportunities in the services offered, less costly alternatives and other effective measures.
5. Any additional services outside of the scope of this RFP will be quoted on a case-by case basis at the request of the District. No additional work or services will commence without the written prior approval of the District. The point of contact will be the Director of Nutritional Services for such requests.
6. The District may revise this scope of work with written notice to the Successful Bidder. The District reserves the right to adjust the locations based on operational or financial conditions. Revisions will be implemented into the contract by a fully executed contract amendment.
7. The Successful Bidder personnel must have a background which indicates dependability and pass all background screening requirements.
8. The Successful Bidder is required to ensure at all times to display the (needed) qualities of customer service, honesty, integrity alertness, judgment, problem solving, communication, loyalty and intelligence.
9. Work areas shall be kept neat and orderly at all times.
10. The District is a non-smoking/tobacco free workplace. All employees and Contracted Bidders must abide by the District’s policy, which extends to the grounds of all District facilities, properties and vehicles.
11. JPS Vendor badges are required to be worn by all Successful Bidders employees while on duty on JPS grounds, facilities, and properties.
12. The Successful Bidder has operations located in or near Tarrant County or JPS Health Network.
13. Prices and commissions offered in the proposal shall remain firm for the initial term of the contract. If price increases are warranted the District must approve in writing all price changes prior to implementation by the Successful Bidder during the life of any contract that may be entered into between the District and the Successful Bidder. The Successful Bidder shall also make clear any provisions for price decreases, should market conditions change.
	1. **REQUIRED INFORMATION**

Prospective vendors may submit pictures and brochures of proposed equipment as well as a link to your information as part of this RFP process.

* 1. **PRICE QUOTES**

Price quotes shall remain firm during Solicitation evaluation and for an additional 120 days after recommendation for award. Pricing must remain fixed for the initial term of the agreement. Respondents must include all costs associated with use of the items. Any costs not included in the Solicitation response cannot be charged to the District. Respondents may propose pricing increases for the optional renewal terms with set caps (e.g., no more than 1% to 3% annually). Use the spreadsheet attached as [Exhibit A](#ExA) to this Solicitation to provide line-item pricing in your Response.

* 1. **CONTRACT TERM**

The proposed term of the contract is **three (3) years with two (2) additional one-year renewal options**. The District may exercise the renewal options by providing vendor with written notice (email notice will be acceptable) of renewal no less than thirty (30) days prior to the expiration of the then-current term. The contract will be subject to cancellation by the District for any reason, at any time, and without penalty of any kind upon furnishing thirty (30) days’ advance written notification to vendor. At the end of the term, the District reserves the right to extend the contract for up to 180 days to provide an opportunity to bring a new contract into place with another vendor.

* 1. **SELECTION AND EVALUATION PROCESS**

**Selection Process**The Solicitation Contact shall designate an evaluation committee (“Evaluation Committee”) which will be composed of employees from the District. The District reserves the right to add, delete or substitute members of the Evaluation Committee as it deems necessary. The Evaluation Committee will narrow the field of submitted Solicitation responses to those which best meet the requirements of this Solicitation and which best meet the complete needs of the District. Each such Solicitation Response will then be evaluated according to the criteria set forth herein.

**Evaluation Criteria Specific to This Solicitation**The Evaluation Committee will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this Solicitation. The evaluation of Solicitation Responses will involve scoring each Solicitation Response in the areas listed and set forth below in Section I (Evaluation Factors). The District’s evaluation of the Solicitation Responses will be based upon each Respondent’s response to the evaluation factors stated in this Solicitation. Any Respondent’s failure to provide complete and full responses to the requested information may lead to disqualification of such Solicitation Response.

* 1. **EVALUATION FACTORS**

In determining how to award a contract or contracts in conjunction with the Solicitation, the District may consider the following:

1. Price
2. The reputation of the Respondent and of the Respondent’s goods and/or services.
3. The extent to which the goods and/or services meet the District’s needs.
4. Quality of Respondent’s goods and/or services.
5. Diversity Enterprise Participation – the utilization of minority, woman, and veteran-owned businesses.
	1. **SOLICITATION RESPONSE CONTENT**

The overall Solicitation Response should not exceed 25 pages total, excluding exhibits. Please note the District can only accept email responses with a size limit of no more than 45 megabytes. Any messages that contain password-protected or compressed (zipped) file attachments will be quarantined by the District’s security system and can only be released by administrators for delivery into Outlook. The District’s security system will recognize most common filename extensions, including: .xlsx (Excel), .docx (Word), Adobe PDF, and image files including .jpg, .tiff, and .gif. Any message containing an unknown or prohibited file extension will be quarantined (e.g., .numbers, representative of Apple Numbers application).

1. **Executive Summary**

Provide a synopsis of the highlights of the proposal and overall benefits of the proposal to the District. This synopsis should not exceed two pages in length and should be easily understood.

1. **Company Background**
2. **How the Proposed Solution Meets the District’s Needs**

Describe how the proposed solution meets the minimum requirements in [Section D](#SecD) above. Provide the information requested in [Section E](#SecE) above. Provide specification sheets for each product bid. Include service and warranty information.

1. **Pricing**

Use the spreadsheet in [Exhibit A](#ExA) to list line item pricing for all services you can provide. Add lines as needed for additional services not already included.

1. **References**

Provide a minimum of three references. Can include specific types of references needed, if applicable; e.g., other Texas customers, other hospital systems, etc. Include name, telephone number, and email address. *The District will contact the references provided to determine Respondent’s performance record for products/services similar to that described in this request.*

1. **Diversity Enterprise Participation**

Provide a discussion on how the Respondent intends to meet the District’s goal of 25% MWVBE participation for the scope/specifications of this Solicitation. Discuss any MWVBE management partners the Respondent plans to team with to provide the scope/specifications. (Maximum 1 page)

The District strongly encourages the utilization of minority, woman, and veteran-owned businesses.

A. Submit certificate if Respondent is a certified MWVBE **(do not submit an expired certificate).**

***OR***

B. Communication Outreach – Attach the written notification of the subcontracting opportunity and list of three agencies and /or organizations notified regarding the interest in MWVBE participation in this contract; ***and***

C. Plan of Action – List the subcontractors selected for participation, their certification, and approximate dollar value of the work to be subcontracted and the expected percentage of the total contract amount.

1. **Required Forms**

a. [Exhibit B](#Check8): Signature Form

b. Exhibit C: Signed Vendor Proposed Revisions (an **editable, unlocked/usecured redline** in track changes if proposing changes)

c. [Exhibit D](#ExD): Vendor Certification Form

d. [Exhibit E](#ExE): Conflict of Interest Questionnaire

e. [Exhibit F](#ExG): JPS Supplier Diversity: Good Faith Form

* 1. **EVALUATION CRITERIA SCORE SHEET**

| **EVALUATION CRITERIA** | **Possible Points** | **Vendor****Score** |
| --- | --- | --- |
| * + 1. Price – Best Value

Pricing will be scored according to the pricing formula: (Lowest Responsive Price / Price of Respondent Being Evaluated) x Possible Points = Vendor Score | **\_25\_** |  |
| **THIS SECTION WILL BE SCORED BY THE EVALUATION COMMITTEE** |
| * + 1. The extent to which the goods and/or services meet the District’s needs.
 | **\_25\_** |  |
| * + 1. Quality of Respondent’s goods and/or services.
 | **25** |  |
| * + 1. The reputation of the Respondent and the Respondent’s goods and/or services.
 | **\_25\_** |  |
| **MWVBE PARTICIPATION**  |
| Minority, Woman, and Veteran-Owned Business Enterprise Participation.**This Section is evaluated but not weighted or scored**:  |
| Is the Respondent a certified MWVBE? |  **Y** | **N** |
| **MAXIMUM TOTAL POSSIBLE POINTS** | **100** |  |
| **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Evaluator ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **RFP #20251340058 Vending & Refreshment Services** |

**Exhibit A**

**Price Sheet**

**RFP #20251340058 Vending & Refreshment Services**

See Exhibit A (Attached)

**Please modify as needed to provide an accurate cost estimate.**

**Exhibit B**

**Signature Form**

Respondent shall signify Respondent’s acceptance of and compliance with the requirements, terms, and conditions of this Solicitation by signing in the signature space set forth below.

Respondent warrants that Respondent has examined and is familiar with this Solicitation and its terms and conditions. Respondent warrants that Respondent does not engage in scrutinized business operations in Sudan, Iran or with foreign terrorist organizations, does not engage in any prohibited boycott, and that Respondent does not appear (nor does any affiliate appear) on any [Texas Comptroller Divestment Statute Lists](https://comptroller.texas.gov/purchasing/publications/divestment.php).

Respondent warrants that it has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily finance and complete the products and services in its Solicitation Response.

Respondent certifies that the individual signing this Solicitation Response is authorized to sign such documents on behalf of the Respondent entity and to bind Respondent and is authorized to bind the Respondent in this Solicitation Response.

RESPONDENT AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE DISTRICT AND ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF CONNECTED WITH, OR RESULTING FROM ANY ACTS OF OMISSIONS OF RESPONDENT OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF RESPONDENT IN THE EXECUTION OR PERFORMANCE OF ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS WHICH MAY RESULT FROM THE SUBMISSION OF THE SOLICITATION RESPONSE AND/OR THE AWARD OF A CONTRACT THEREON BY THE DISTRICT.

|  |
| --- |
| **RFP #20251340058 Vending & Refreshment Services** |
| Respondent (Company) Name:  |
| By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  |
| Printed Name: Title:  |
| Telephone: Email:  |

**Exhibit C**

**Contract Terms**

**RFP #20251340058 Vending & Refreshment Services**

 **IMPORTANT:** In submitting a response to this Solicitation, the Respondent agrees to accept the terms and conditions set forth in this Solicitation or incorporated herein by reference. **The successful Respondent will be expected to enter into a contract which contains substantially the same terms and conditions as are included in** [**Exhibit C**](#ExC) **to this Solicitation.**

If you are proposing any revisions to Exhibit C, the Contract Terms, you MUST indicate this below and **provide a redlined draft of your proposed revisions**. The District will only consider those exceptions, additions, deletions or revisions as are set forth by Respondent specifically in response to this Exhibit C. The District may accept or reject your proposed revisions at its sole discretion. No proposed revisions will become effective unless accepted by the District and agreed to in writing and signed by both parties.

The District considers the Respondent to agree to all terms and conditions of the Contract Terms (including Exhibits), unless otherwise indicated herein. Absence of a redline will constitute agreement, and there will be no further negotiations regarding the same. **Respondents submitting redlines must provide an editable unlocked/unsecured version of the redlined draft with their Solicitation Response (preferably in track changes).**

***BEFORE YOU EDIT EXHIBIT C, PLEASE NOTE*: The District will not agree to:**

* **indemnify the vendor;**
* **limit the vendor’s liability;**
* **shorten the statute of limitations for any claim;**
* **submit to binding arbitration;**
* **waive its right to a jury trial; or**
* **waive its existing governmental immunity.**

**As such, please be aware that edits to the following Sections of Exhibit C *may result in rejection of your proposal*:**

* **General Indemnity**
* **Liability**
* **Budgetary and Other Limitations**
* **Texas Public Information Act**
* **Texas Government Code Verification**
* **Governing Law: Jurisdiction**

**PROFESSIONAL** **SERVICES AGREEMENT**

This Professional Services Agreement (the “Agreement”) is made and entered into effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Effective Date”), by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Contractor”), and Tarrant County Hospital District d/b/a JPS Health Network, a unit of local government and more specifically a county hospital district, created and operating under Chapter 281 of the Texas Health and Safety Code (“District”). The District and Contractor may be referred to individually as a “Party” to this Agreement and they may be referred to collectively as the “Parties” to this Agreement.

**RECITALS**

**Whereas**, the District, in furtherance of its statutory obligations to provide health care services to the indigent and needy residents of Tarrant County, Texas, owns and operates a fully accredited, integrated health delivery system that includes several hundred licensed in-patient beds at three facilities, as well as an extensive network of community-based facilities located throughout and serving the residents of Tarrant County, Texas;

**Whereas**, the District has requested proposals to provide the services described on **Schedule 1** (Scope of Services), which is attached hereto and incorporated herein for all purposes (“Services”);

**Whereas**, Contractor has presented a proposal to provide the Services to the District;

**Whereas**, Contractor has developed and maintains the expertise and resources necessary to perform and complete the Services;

**Whereas**, Contractor is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ operated under the laws of the State of \_\_\_\_\_\_\_\_\_, is qualified to do business in the State of Texas, and is qualified and capable of performing and completing the Services; and,

**Whereas**, Contractor desires to provide the Services as so required by the District, and the District desires to contract with Contractor for the Services;

**WHEREAS**, This Agreement is awarded to the Vendor pursuant to the District’s **Request for Proposal (“RFP”) #20251340058 for Vending & Refreshment Services**, all of whose material terms and conditions, including without limitation the RFP Project Scope and Minimum Requirements and Vendor’s response thereto are incorporated herein; provided, however, that in the event of conflict between the terms of the RFP, Vendor’s Response, and this Agreement, the terms of this Agreement shall prevail.

**Now, Therefore**, for and in consideration of the mutual covenants and conditions hereinafter contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the District and Contractor hereby agree as follows:

1. Services to be Performed; Applicable Standards. Contractor shall perform and complete the Services in a diligent, professional and workmanlike manner using industry best practices applicable to the performance of the Services. Furthermore, Contractor shall use only qualified personnel to perform and complete the Services. Contractor will supply at its own expense, necessary computers, software, supplies and other materials required to perform and deliver the Services to the District.
2. Fees for Services Performed. The District shall pay to Contractor fees for the Services performed and the reimbursable expenses incurred by Contractor under this Agreement as set forth in **Schedule 2** (Fees and Expenses), which is attached hereto and incorporated by reference herein. Except to the extent expressly included in reimbursable Expenses on **Schedule 2**, the District will not be required to reimburse Contractor for any salaries, consulting fees, commissions, general overhead at Contractor’s place or places of business, office rental expense, utility expenses or expenses related to computers, software, supplies and other materials required to perform and deliver the Services or used by Contractor in the performance and delivery of the Services.
3. Term and Termination.

(a) Term. The Parties agree that this Agreement shall continue for a period of **three (3) years** from the Effective Date. [Thereafter, the District may renew the Agreement for up to two (2) additional one-year terms by providing Contractor with written notice (email notice will be acceptable) of renewal no less than thirty (30) days prior to the expiration of the then-current term. At the end of the term of the Agreement, the District reserves the right to extend the contract for up to 120 days to provide an opportunity to bring a new contract into place with another vendor.]

(b) Termination for Cause. Either Party may terminate this Agreement for cause upon the occurrence of an Event of Default (as defined below) by delivery of written notice of termination to the other Party while such Event of Default continues to exist, whereupon all obligations of the District under this Agreement shall terminate, other than the payment by the District for all amounts due under this Agreement through the effective date of termination.

(c) Event of Default; Notice of Material Breach. Either Party shall be in material default under this Agreement upon the occurrence of any one or more of the following which continues to exist fifteen (15) days after a Notice of Material Breach (defined below) is given to the defaulting Party (each occurrence being a “Event of Default”): (i) a failure or refusal by a Party to timely make any payment that is required to be paid by such Party under this Agreement; (ii) a failure by a Party to perform or observe any other obligation under this Agreement; (iii) any warranty or representation of a Party in this Agreement is false or misleading in any material respect; (iv) the commencement of any insolvency, bankruptcy or similar proceedings by or against such Party (including any assignment by such Party for the benefit of creditors or the appointment of a receiver for the assets of such Party). A “Notice of Material Breach” means written notice that includes: (i) a description sufficient to identify the Event of Default to the defaulting Party; and, (ii) if not obvious from the nature of the Event of Default, the notifying Party’s specific recommendations of the actions to be (or if appropriate, not to be) taken by the defaulting Party in order for it to cure the Event of Default.

(d) Remedies for Default. Upon the occurrence of an Event of Default, the non-defaulting Party may, in addition to any and all other remedies available under law, elect to: (1) terminate this Agreement in accordance and upon compliance with the termination provisions in Section 3 of this Agreement, and/or (2) commence collection actions (including court actions) for all sums due under this Agreement, and/or (3) seek such other remedies for such Event of Default as are available at law or in equity. All rights and remedies available to a Party hereunder, by law or equity, shall be cumulative and there shall be no obligation for such Party to exercise a particular remedy.

(e) Early Termination. The District shall have the right to terminate this Agreement without cause in its sole discretion at any time prior to such completion of the Services by giving Contractor at least thirty (30) days’ prior written notice of such termination (hereinafter referred to as “Early Termination”). In the event of Early Termination, the District will pay all fees due to Contractor under Section 2 hereof for all Services performed by Contractor in accordance with the requirements of this Agreement up to and including the date of termination. The District also shall reimburse Contractor for all expenses incurred by Contractor in the performance of Services hereunder and which are or would be due to Contractor under Section 2 hereof if Early Termination had not occurred. Contractor acknowledges and agrees that in the event of such Early Termination, Contractor will not perform any unnecessary part of the Services nor will it incur any unreasonable expenses after receiving notice of Early Termination, but Contractor will perform only those Services and incur only those expenses reasonably necessary to fulfill its obligations under Section 1 hereof and this Section 3. Nothing set forth in this Section 3 shall limit the District’s other rights or remedies.

1. Confidentiality and HIPAA.

(a) The District may disclose to Contractor in confidence or otherwise make available to Contractor certain material which is not generally known to the public (“District Confidential Information”), including, but not limited to, information pertaining to: research; pricing; procurement; distribution; personnel; compensation; financial statements or projections; business plans; contracts; systems development and implementation; scientific and mathematics techniques; infrastructure and technical configuration; security policies; methodologies and implementations; intellectual property; trade secrets; inventions; marketing plans; existing and potential clients, customers, patients, suppliers, vendors and other business relationships; and other information provided, delivered or made available by the District or otherwise accessible to Contractor. District Confidential Information shall not include any protected health information (“PHI”) as that term is defined at 45 CFR § 160.103, which information is subject to [the Parties’ BAA as well as] state and federal laws and regulations.

(b) Contractor agrees to hold in confidence all District Confidential Information and to use such information only for the purpose of performing and completing the Services for the District. Furthermore, Contractor will protect the District Confidential Information received under this Agreement in the same manner and to the same extent to which it protects its own valuable proprietary information, but in all events using at least a reasonable standard of care. Contractor may not make any copies of the District Confidential Information except in the course and scope of performing and completing the Services and all District Confidential Information (including but not limited to all copies thereof) shall be promptly returned by Contractor to the District upon the termination or expiration of this Agreement, or sooner if demanded by the District.

(c) Subject to the requirements of the limitations stated in Section 12 (Texas Public Information Act) below, the District agrees to keep Contractor’s proprietary information, including all information relating to the Services, confidential and not to use such proprietary information except as contemplated under this Agreement.

(d) The confidentiality obligations in this Agreement shall not apply to information: (1) in a receiving party’s possession prior to disclosure under this Agreement unless disclosed to receiving party by the disclosing party under a prior agreement with the disclosing party for confidentiality or non-disclosure (“Prior NDA”), (2) which is or becomes publicly known through no fault on the part of receiving party, (3) received from a third party not under an obligation to the owner of such information not to disclose it, (4) independently developed by receiving party without the benefit of the information disclosed under either a Prior NDA or this Agreement (as to which receiving party has the burden of proof), (5) required to be disclosed by government regulation, statute, or judicial order, provided that prior to such disclosure and if reasonably possible, receiving party will inform the disclosing party of such requirements and permit the disclosing party to seek a protective order or other relief regarding such information, or (6) disclosed without confidentiality restrictions to any third party by or with the express permission of the disclosing party.

(e) The parties do not anticipate that Contractor will (i) create, maintain, transmit or receive protected health information for, on behalf of, or from the District in connection with this Agreement or (ii) otherwise be considered a Business Associate of the District, as that term is defined by federal regulation. Should the situation change, Contractor agrees that it will negotiate in good faith an amendment to this Agreement, including a business associate agreement, if appropriate, in each case if and to the extent required by the provisions of the Health Insurance Portability and Accountability Act, the Health Information Technology for Economic and Clinical Health Act of 2009, and/or the regulations promulgated thereunder.

1. Indemnity.

(a) CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS THE DISTRICT, DISTRICT’S MANAGERS, OFFICERS, AGENTS, EMPLOYEES, STAFF, REPRESENTATIVES, AND DIRECTORS (COLLECTIVELY, THE “DISTRICT INDEMNITEES”) FROM ALL LOSSES (DEFINED BELOW) AND SHALL DEFEND THE DISTRICT AND DISTRICT INDEMNITEES AGAINST ALL CLAIMS AND CAUSES OF ACTION OF THIRD PARTIES ARISING OUT OF OR RELATED TO ANY OF THE FOLLOWING, EXCEPT TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT OR DISTRICT INDEMNITEE: (i) A VIOLATION OF ANY FEDERAL, STATE, LOCAL OR FOREIGN LAW, RULE, REGULATION OR ORDER APPLICABLE TO CONTRACTOR AND/OR ITS AGENTS, EMPLOYEES OR REPRESENTATIVES; (ii) ANY VIOLATION OR BREACH BY CONTRACTOR OF ITS REPRESENTATIONS AND WARRANTIES TO THE DISTRICT IN THIS AGREEMENT; OR, THE FACT THAT ANY OF SUCH REPRESENTATIONS AND WARRANTIES CEASES TO BE TRUE AT ANY TIME PRIOR TO TERMINATION OR EXPIRATION OF THIS AGREEMENT; (iii) THE FAILURE OF CONTRACTOR TO OBTAIN, OR CAUSE TO BE OBTAINED, ANY REQUIRED LICENSES, PERMITS OR CONSENTS FOR THE DISTRICT TO RECEIVE AND USE THE SERVICES OR ANY COMPONENT THEREOF, TO THE FULL EXTENT PROVIDED IN THIS AGREEMENT, EXCLUDING ANY REQUIRED CONSENT THAT IS NOT OBTAINED DUE TO THE DISTRICT’S FAILURE TO PAY FOR SAME; AND (iv) PERSONAL INJURIES, DEATH OR DAMAGE TO TANGIBLE PERSONAL OR REAL PROPERTY TO THE EXTENT CAUSED BY NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OF CONTRACTOR OR ANY CONTRACTOR AGENT, EMPLOYEE OR REPRESENTATIVE. FOR PURPOSES OF THIS SECTION, THE TERM “LOSSES” MEANS ALL ASSESSMENTS, LOSSES, DAMAGES, COSTS, EXPENSES, LIABILITIES, JUDGMENTS, AWARDS, FINES, SANCTIONS, PENALTIES, CHARGES, AND AMOUNTS RESULTING FROM, OR AGREED TO BE PAID IN SETTLEMENT OF, ANY THIRD PARTY CLAIM OR ALLEGATION INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEY AND OTHER LEGAL FEES AND COSTS AND EXPENSES OF INVESTIGATING OR DEFENDING AGAINST SUCH CLAIM OR ALLEGATION.

(b) CONTRACTOR AGREES TO, AND SHALL, INDEMNIFY AND HOLD THE DISTRICT HARMLESS AGAINST ANY CLAIMS, CAUSES OF ACTION, DAMAGES, AND EXPENSES TO THE EXTENT THE SAME ARISE OUT OF OR ARE ASSERTED AGAINST THE DISTRICT ALLEGING THAT ANY SERVICES PROVIDED HEREUNDER INFRINGES ANY UNITED STATES PATENT, TRADEMARK, COPYRIGHT OR OTHER INTELLECTUAL PROPERTY RIGHT OF A THIRD-PARTY, PROVIDED THAT (1) THE DISTRICT GIVES CONTRACTOR WRITTEN NOTICE WITHIN TWENTY-ONE (21) DAYS AFTER THE DISTRICT’S ACTUAL KNOWLEDGE OF THE EXISTENCE THEREOF, OF ANY SUCH CLAIMS, DAMAGES, OR EXPENSES, AND/OR (2) THE DISTRICT AGREES TO COOPERATE REASONABLY WITH CONTRACTOR AS REASONABLY NECESSARY TO DEFEND, SETTLE, REIMBURSE, OR AVOID ANY SUCH CLAIMS, DAMAGES AND EXPENSES.

(c) Upon timely receipt of the District’s written notice, Contractor will assume the defense of any claims against the District. The District agrees to cooperate with Contractor in the defense or settlement of all such claims.

(d) Contractor shall not be bound by the terms of any compromise or settlement agreement negotiated or concluded by the District without the prior written consent of Contractor.

1. Exclusion and Ethics.

(a) Contractor agrees that it will immediately report in writing to the District in the event, if ever, Contractor, including any of its officers, directors, employees, contractors or agents, becomes a target of any criminal investigation or any investigation that could result in debarment or exclusion Contractor or such other person from federally or state funded healthcare programs.

(b) Contractor warrants and represents to the District that Contractor has never been:

1. convicted of a criminal offense;
2. listed by a federal agency as debarred, excluded or otherwise ineligible for federal plan participation;
3. sanctioned by any federal or state law enforcement, regulatory or licensing agency; or,
4. excluded from any state or federal healthcare program.

(c) Contractor further warrants and represents to the District that neither Contractor, nor any of Contractor’s officers, directors, members, partners, shareholders (excluding shareholders, members and limited partners that own less than 5% of the combined voting power of Contractor), employees, contractors or agents:

1. is currently under criminal investigation or any investigation that could result in debarment or exclusion from federally or state funded healthcare programs; or
2. has ever been:

(i) convicted of a criminal offense that is a felony or a misdemeanor of moral turpitude;

(ii) listed by a federal agency as debarred, excluded or otherwise ineligible for Federal plan participation;

(iii) sanctioned by any federal or state law enforcement, regulatory or licensing agency; or,

(iv) excluded from any state or federal healthcare program.

(d) In the event that any of the foregoing representations in this Section 6(b) or (c) ceases to be true, Contractor will immediately report same in writing to the District.

(e) Upon receipt of any report required by Contractor hereunder or in the event of a failure to report by Contractor, the District may without penalty terminate this Agreement and other than the payment of any amounts due and owing through the date of termination, the District shall have no further obligations or liabilities hereunder.

1. Availability of Records. To the extent required by 42 U.S.C. § 1395x(v)(1)(I), until the expiration of four (4) years after the furnishing of any services provided under this Agreement, Contractor shall make available, upon written request by the Secretary of the U.S. Department of Health and Human Services (the “Secretary”) or by the U.S. Comptroller General (the “Comptroller General”), or by their respective duly authorized representatives, this Agreement, and all books, documents and records of Contractor that are necessary to certify the nature and extent of the costs of such services. If Contractor carries out the duties of this Agreement through a permitted subcontract worth $10,000 or more over a 12-month period with a related organization, to the extent required by 42 U.S.C. § 1395x(v)(1)(I), such subcontract also shall contain a clause to the effect that until the expiration of four years after the furnishing of such services pursuant to such subcontract, the related organization shall make available, upon written request by the Secretary, or upon request by the Comptroller General, or any of their duly authorized representatives, the subcontract, and books, documents and records of such organization that are necessary to verify the nature and extent of such costs.
2. Work Product and Inventions. All materials and/or other information developed, generated or produced, in whole or part, by Contractor (including the employees, independent contractors or agents of Contractor) in performing and completing the Services including, but not limited to, all documentation, flow charts, diagrams, specifications, descriptions, definitions, reports, and data (collectively, the “Work Product”) and any invention, product, computer program or specification, whether patentable or unpatentable, made, conceived or first actually or constructively reduced to practice, in whole or part, by Contractor (including the employees, independent contractors or agents of Contractor) in performing and completing Services (individually, an “Invention” and collectively, the “Inventions”), shall be the District’s sole and exclusive property. Contractor shall perform all acts that may be deemed reasonably necessary or desirable by the District to evidence that the Work Product and Inventions are ‘works made for hire’ and/or to more fully transfer ownership to the District of the Work Product and Inventions.
3. Contractual Relationship Only. Neither Party is the legal representative or agent of the other, nor shall either Party have the right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against, or in the name of or on behalf of the other Party. No agency, partnership, joint venture, or employment is created as a result of this Agreement. Furthermore, the District shall not be responsible for paying or withholding any taxes, fees or other amounts, with respect to the amounts paid to Contractor or for paying any compensation or benefits to or providing insurance for any of Contractor’s employees or contractors. Contractor agrees to defend, indemnify and hold harmless the District, and its managers, directors, officers, employees, agents, and representatives, against any and all losses, liabilities, claims, allegations, demands, causes of action, judgments, awards and costs (including but not limited to legal fees and expenses) (collectively “Claims”) arising out of or related to the employment or contract relationship of any of Contractor’s employees and independent contractors including but not limited to Claims for salary/wages, vacation pay, sick leave, retirement benefits, social security, worker’s compensation, health or disability benefits, unemployment insurance benefits, or employee compensation or benefits of any kind.
4. Annual Budget. The Parties acknowledge and agree that the District is a governmental entity that is subject to an annual budgetary process and restrictions on spending in conformity with that process, its approved budget and applicable law. The Parties further agree that, notwithstanding anything to the contrary in this Agreement, if for any reason funds are not expressly and specifically allocated for this Agreement in the District’s formally and finally approved budget in any fiscal year subsequent to that in which funds for this Agreement were first allocated, the District may immediately and without penalty terminate this Agreement; provided, however, that in no event shall such a termination be effective earlier than the last date for which funds have already been so allocated under an existing formally and finally approved budget. Should the Agreement terminate under the provisions of this section titled “Annual Budget”, the District will provide Contractor with written notice as soon as is reasonably possible of the pending termination under this section, the effective date of which shall be at the end of the District’s fiscal year in which funds had previously been allocated unless the District states a later effective date of termination and, other than the payment of any amounts due and owing through the date of termination, the District shall have no further obligations or liabilities hereunder.
5. Tax Exemption. The District is a tax-exempt organization pursuant to Ch. 151 of the Texas Sales, Excise, and Use Tax Code and Section 501(c)(3) of the Internal Revenue Code, and is not responsible for payment of any amounts accountable or equal to any federal, state or local sales, use, excise, personal property, or other taxes levied on any transaction or article provided for by this Agreement. The District will provide evidence of its tax-exempt status to Contractor upon request.
6. Texas Public Information Act. The District advises Contractor that the District is a governmental body under Chapter 552 of the Texas Government Code and that certain information that is collected, assembled, or maintained in connection with the transaction of official business by a governmental body is considered public information potentially subject to disclosure pursuant to a valid Texas Public Information Act (“TPIA”) request. Contractor’s trade secrets, certain financial information, and proprietary information may be subject to an exception to disclosure under Chapter 552 of the Texas Government Code, Subchapter C. If a TPIA request is made on the District to disclose Contractor information that may be subject to an exception from disclosure, District will (i) promptly notify Contractor of such request for disclosure, and (ii) decline to release such information and file a written request with the Texas Attorney General’s office seeking a determination as to whether such information may be withheld.
7. Chapters 2271, 2252, 2274, and 2276 Texas Government Code Verification.
	1. *Boycott of Israel Prohibited*. In compliance with Section [2271.001](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.2271.htm&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=sqXajyir3yiH3lDCyZsiK9ujyn7EGGZ%2F0%2FCcXTzN7LQ%3D&reserved=0) et seq. of the Texas Government Code, Contractor verifies that neither it nor any of its affiliates currently boycott Israel and neither it nor any of its affiliates will boycott Israel during the term of this Agreement. “Boycott Israel” is defined in Section [808.001(1)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.808.htm&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4FfnncHrNbasaAAlDoaVMThpxjssTrQ9uexuN0IHppk%3D&reserved=0) of the Texas Government Code.
	2. *Scrutinized Business Operations Prohibited*. In compliance with Section [2252.151](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.2252.htm%232252.151&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GXCMHCB4XY0Tmf3GLwKyfXpwH5v3WmCrcziy5px1J18%3D&reserved=0) et seq. of the Texas Government Code, Contractor warrants and represents that: (1) neither Contractor nor any of its affiliates engages in scrutinized business operations in Sudan; (2) neither Contractor nor any of its affiliates engages in scrutinized business operations in Iran; and (3) neither Contractor nor any of its affiliates engages in scrutinized business operations with designated foreign terrorist organizations. “Scrutinized business operations in Sudan” is defined in Section [2270.0052](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.2270.htm%232270.0052&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=QAjAWN47%2BHdqoS6A%2FeIGNBRD4jlue9oi2eRgmNrLguk%3D&reserved=0) of the Texas Government Code. “Scrutinized business operations in Iran” is defined in Section [2270.0102](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.2270.htm%232270.0102&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=swP2uu4hVOCylUcvnRPKDanrKH8%2BPukT36iNrA9HESw%3D&reserved=0) of the Texas Government Code.  “Scrutinized business operations with designated foreign terrorist organizations” is defined in Section [2270.0152](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.2270.htm%232270.0152&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=fsOmlBNEnAUwI0gt7yfxViZ1hqjZdBgzXxNVMwydn%2BA%3D&reserved=0) of the Texas Government Code. Contractor further represents and warrants that neither Contractor nor any of its affiliates appears on any of the Texas Comptroller’s [Scrutinized Companies Lists](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcomptroller.texas.gov%2Fpurchasing%2Fpublications%2Fdivestment.php&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u3QLs0ZJICNrMe48hhQIMzu8HtvKLfDS%2BWIwDXQ6ziI%3D&reserved=0).
	3. *Discrimination Against Firearm Entities or Firearm Trade Associations Prohibited*. In compliance with Section [2274.002](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.2274.htm%232274.002&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6SVexnukzBdE0tpN3DERJxwSahm5HjgWweFINbbZYJ4%3D&reserved=0) of the Texas Government Code, Contractor verifies that neither it nor any of its affiliates have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and neither it nor any of its affiliates will discriminate during the term of the Agreement against a firearm entity or firearm trade association. “Discriminate against a firearm entity or firearm trade association” is defined in Section [2274.001(3)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.2274.htm%232274.001&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OeiKYaN4oIwFlcs5gij5ug5VvF78LgVxGR1C8ft%2BXpw%3D&reserved=0).
	4. *Boycott of Certain Energy Companies Prohibited*. In compliance with Section [2276.002](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.2276.htm&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=tEgw15b6KyMK1k5WewwSDuO%2B6SFabq5t07QBJnFJum4%3D&reserved=0) of the Texas Government Code, Contractor verifies that neither it nor any of its affiliates currently boycott energy companies and neither it nor any of its affiliates will boycott energy companies during the term of this Agreement. “Boycott energy company” is defined in Section [809.001(1)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.809.htm%23809.001&data=05%7C01%7CCETaylor%40tarrantcountytx.gov%7Cbd7fffc8a0e74ef64f5e08dbafcb64ea%7C0ad2db0e41de43fe946cd2cad05bd94d%7C0%7C0%7C638297060353131013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=DfFG4gShJbAO4onWPDHoqXp523502wMVyKdzJFm4fm8%3D&reserved=0) of the Texas Government Code.
8. Applicable Law and Venue. The Parties agree that this Agreement is subject to, and agree to comply with, applicable local, State of Texas, and federal statutes, rules and regulations. THIS AGREEMENT BETWEEN THE PARTIES SHALL BE GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, USA, WITHOUT REFERENCE TO ITS LAWS RELATING TO CONFLICTS OF LAW. Any legal action arising out of or relating to the Agreement shall be brought only in the state or federal courts located in Tarrant County, Texas, and the Parties irrevocably consent to the jurisdiction and venue of such courts.
9. Prohibition on Use of Name and Logo. Contractor agrees that it will not, without the prior written consent of the District, use the names, logos, symbols, trademarks or service marks of the District, including but not limited to those associated with JPS Health Network, for any purposes or uses (expressly including but not limited to for Contractor’s advertising, promotion or other marketing) other than those reasonably related to performing and completing the Services. This section titled “Prohibition on Use of Name and Logo” shall survive the termination or expiration of this Agreement.
10. Liability Insurance Coverage. Contractor shall purchase and maintain at all times such insurance at Contractor’s sole cost, which will protect Contractor from all claims, including but not limited to those claims set forth below, which may arise out of Contractor’s activities including the Services, whether such activities are by Contractor’s employees (including Workers), agents, or contractors.
	1. *Workers Compensation* with statutory limits of liability and *Employer’s Liability* limits in amounts sufficient to cover Contractor’s obligations under this Agreement;
	2. *Comprehensive General Liability* (including but not limited to bodily injury and death, broad-form property damage, products, completed operations, contractual, and premises liability) with combined single limits of not less than one million dollars ($1,000,000.00) for each occurrence and three million dollars ($3,000,000.00) in the annual aggregate; and
	3. *Automobile Liability* covering use of owned automobiles, hired automobiles and non-owned automobiles with a minimum one million dollars ($1,000,000.00) combined single limit per occurrence for bodily injury and property damage.
	4. All insurance shall be issued by insurance companies authorized to engage in business in the State of Texas, and *have* a rating of no less than A- in the most current edition of the A.M. Best Insurance Report or the equivalent in Moody’s and/or S&P (or comparable rating from a recognized insurance rating agency).
	5. *Specific Requirements*. All liability policies shall be specifically endorsed to include the District as an additional insured to the extent indemnified pursuant to this Agreement. Contractor’s policies shall be primary and non-contributing over the District’s policies (if any), and shall provide for severability of interests, and thirty (30) days’ notice of cancellation. Any deductibles or self-insured retentions will be Contractor’s responsibility. The policies must be endorsed to waive subrogation with respect to the District, its affiliates, and their respective employees. The policies must provide 30 days’ notice prior to any material modification, cancellation or non-renewal of the policies.
	6. *Certificates and Notices*. Two (2) Certificates of Insurance shall be provided to the District as evidence of compliance with this requirement and any necessary policy endorsements, prior to the provision of Services under this Agreement. Contractor shall provide thirty (30) days’ prior written notice to the District of any material modification, nonrenewal, or cancellation of any insurance coverage.
	7. Contractor recognizes and agrees that the District is a political subdivision of the Sovereign State of Texas and is therefore subject to the Tort Claims Act.
11. Assignment Prohibited. Contractor may not, without the prior written consent of the District, assign its rights, duties or obligations under this Agreement to any person or entity, in whole or in part, and any attempt to do so shall be void and deemed a material breach of this Agreement.
12. Non-Waiver. No waiver of any provision hereof or of any right or remedy hereunder shall be effective unless in writing and signed by the Party against whom such waiver is sought to be enforced. No delay in exercising, no course in dealing with respect to, or no partial exercise of any right or remedy hereunder shall constitute a waiver of any other right or remedy, or future exercise thereof. No failure or refusal of any approval referenced in this Agreement shall excuse or relieve the performance or other responsibilities of the other Party.
13. Severability. Without limiting this section of the Agreement, if any provision of this Agreement, or the application thereof to any person or circumstance, is held to be illegal, invalid or unenforceable for any reason, and the basis of the bargain among the Parties is not thereby destroyed, such illegality, invalidity or unenforceability shall not affect any other provision of this Agreement that can be given effect in the absence of the illegal, invalid or unenforceable provision or application. To this end, all provisions of this Agreement are declared to be severable.
14. Termination Right. In the event of a change-in-control (defined below), the District may without penalty terminate this Agreement and other than the payment of any amounts due and owing through the date of termination, the District shall have no further obligations or liabilities hereunder. A “change-in-control” means that (a) there occurs a reorganization, merger, consolidation or other corporate transaction involving Contractor (a “Corporate Transaction”), in each case with respect to which the owners of Contractor immediately prior to such Corporate Transaction do not, immediately after the Corporate Transaction, own more than 50% of the combined voting power of Contractor or any other entity resulting from such Corporate Transaction; or, (b) all or substantially all of the assets of Contractor are sold, liquidated or distributed.
15. Notices. All notices, requests, demands and other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given (a) when received by the Party to whom directed; (b) when sent by fax transmission to the following fax numbers or by email to the following emails; or (c) when deposited in the United States mail when sent by certified or registered mail, return receipt requested, postage prepaid to the following addresses (or at such other addresses or fax numbers as shall be given in writing by either Party to the other):

If to the District: Tarrant County Hospital District

Attn: President and CEO

1500 S. Main St.

Fort Worth, TX 76104

Telephone: (817) 927-1234

Fax: (817) 924-1207

If to Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_

Fax: (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Entire Agreement; Amendment. This Agreement (i) represents the entire understanding and agreement of the Parties hereto with respect to the matters contained herein, and (ii) may be amended, modified or waived only by a separate writing executed by the Parties expressly so amending, modifying or waiving this Agreement.
2. Binding Agreement. This Agreement binds and inures to the benefit of the Parties, and their respective successors and permitted assigns.
3. Headings and Captions. The subject headings of the sections, paragraphs, and subparagraphs of this Agreement are included herein solely for the purposes of convenience and reference, and shall not be deemed to explain, modify, limit, amplify, or aid in the meaning, construction, or interpretation of any of the provisions of this Agreement.
4. Definition of Person. For purposes of this Agreement, “Person” means any natural person, corporation, limited liability company, association, partnership, joint venture, proprietorship, governmental agency, trust, estate or other entity or corporation, whether acting in an individual, fiduciary or other capacity.
5. Taxes. The fees payable by the District to Contractor hereunder are inclusive of any sales, use, gross receipts or value added, withholding, ad valorem or other taxes based on or measured by Contractor’s cost in acquiring equipment, materials, supplies or services used by Contractor in performing and completing the Services, plus all interest, penalties and other amounts levied thereon by a governmental agency for late payment or otherwise. Further, each Party shall bear sole responsibility for any real or personal property taxes on any property it owns or leases, for franchise or similar taxes on its business, for employment taxes on its employees, for intangible taxes on property it owns or licenses, and for taxes on its net income.
6. Compliance with Laws. In providing the Services required by this Agreement, Contractor shall observe and comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including, without limitation, workers’ compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. Contractor shall be responsible for ensuring its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.
7. Use of Words. Whenever necessary in this Agreement and where the context requires, the gender of words shall include the masculine, feminine, and/or neuter, and the number of all words shall include the singular and the plural.
8. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, be deemed an original, and all of which shall, for all purposes constitute one and the same instrument.
9. Further Assurances and Cooperation. During the term of this Agreement, each Party shall exercise commercially reasonable efforts to cooperate with the other Party in the performance by the other Party of its respective duties and obligations under this Agreement. Neither Party shall unreasonably withhold or delay any consent, approval or request by the other Party required under this Agreement. Further, the Parties shall deal and negotiate with each other in good faith in the execution and implementation of their respective duties and obligations under this Agreement.
10. Construction. This Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.
11. No Third Party Beneficiary Status. The terms and provisions of this Agreement are intended solely for the benefit of each Party hereto and their respective successors or permitted assigns, and it is not the intention of the Parties to confer third party beneficiary rights upon any other Person.
12. Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER OR TO ANY THIRD PARTY FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THIS AGREEMENT OR IN CONNECTION WITH THE USE OF THE SERVICES.
13. Electronic Signatures; Facsimile and Scanned Copies; Duplicate Originals; Counterparts; Admissibility of Copies. Each Party agrees that: (i) any electronic signature (if any), whether digital or encrypted, to this Agreement made by any Party is intended to authenticate this Agreement and shall have the same force and effect as an original manual signature; and (ii) any signature to this Agreement by any Party transmitted by facsimile or by electronic mail shall be valid and effective to bind that Party so signing with the same force and effect as an original manual signature. Delivery of a copy of this Agreement or any other document contemplated hereby bearing an original or electronic signature by facsimile or electronic transmission, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. This Agreement may be executed in multiple duplicate originals and all such duplicate originals shall be deemed to constitute one and the same instrument. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall be deemed to constitute a single instrument. The Parties warrant and represent that a true and correct copy of the original of this Agreement shall be admissible in a court of law in lieu of the original Agreement for all purposes of enforcement hereof.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement, in duplicate originals with one original being delivered to each Party, to be effective on the Effective Date.

|  |  |
| --- | --- |
| **Contractor:** [full legal name]By: Name: Title: Date:  | **District:** Tarrant County Hospital Districtd/b/a JPS Health NetworkBy: Name: Title:  Date:  |

Professional Services Agreement 090123.docx

**Schedule 1**

**Scope of Services**

(Insert a detailed description of the Scope of Services here.)



**Schedule 2**

**Fees and Expenses**

**1. Caps on Fees and Expenses.** Contractor has agreed that the:

(a) total Fees (defined below) payable by the District for the Services will not exceed \_\_\_\_\_\_\_\_\_\_\_\_\_ and 00/100 Dollars ($\_\_\_\_\_\_\_\_\_\_\_) (“Cap on Total Fees”); and,

(b) total Expenses payable or reimbursable by the District will not exceed an amount equal to \_\_\_\_\_\_% of the total Fees billed to the District at any point in time and in no event will exceed an amount equal to \_\_\_\_\_\_% of the Cap on Total Fees (“Cap on Total Expenses”).

**2. Monthly Invoices – Fees.** Contractor will invoice the District monthly for the amount of time actually expended during the applicable monthly period by its personnel providing the Services (that has not been previously invoiced) based on Contractor’s standard hourly rates as reflected on **Schedule “2-A”** attached to the Agreement and incorporated herein for all purposes (“Fees”); provided that in no event will Contractor invoice the District for any Fees in excess of the Cap on Total Fees.

**3. Monthly Invoices – Expenses.** In addition to the Fees, Contractor will invoice the District monthly for the Reimbursable Expenses (defined below and collectively referred to as the “Expenses”) incurred during the applicable monthly period in performing the Services; provided that in no event will Contractor invoice the District for any Expenses in excess of the Cap on Total Expenses.

The “Reimbursable Expenses” means those reasonable and necessary out-of-pocket expenses for travel, hotel rooms, and meals, actually incurred by Contractor to perform and complete the Services, which, without the prior approval of the District, shall exceed neither (i) the set percentage of the total Fees billed to the District (up to the Cap on Total Expenses), nor (ii) the applicable per diem lodging rates and per diem meals and incidental expense rates established by the General Services Administration (“GSA”) for Tarrant County, Texas. Current GSA per diem lodging rates and per diem meals and incidental expense rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup.

**4. Monthly Invoices – Payment Deadlines.** Amounts invoiced as set forth herein are payable by the District within thirty (30) business days of receipt; provided, however, that once the District has been invoiced and has paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_/100 Dollars ($\_\_\_\_\_\_\_\_\_) for Fees, no additional Fees are payable by the District regardless of when invoiced until twenty (20) business days of completion of the Services, as evidenced by Contractor’s delivery to the District of the final Report. The District shall pay Contractor interest on all overdue payments at the statutory interest rate set forth in Texas Government Code Sec. [2251.025](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2251.htm#2251.025). As required by Texas Government Code Sec. [2251.043](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2251.htm%22%20%5Cl%20%222251.043), the District shall reimburse Contractor for its reasonable attorney fees if Contractor is the prevailing party in a formal administrative or judicial action against the District to collect an invoice payment or interest that is due.



**Schedule 2-A**

**Contractor’s Standard Rates and Profiles**

[List the persons or categories of persons performing the Services and their respective hourly rates or other basis of determining the Fees.]

**Exhibit D**

**Vendor Certification Form**

**RFP #20251340058 Vending & Refreshment Services**

|  |
| --- |
| **Instructions:**Vendors doing business with the District are requested to complete this form in its entirety. If you are a Disadvantaged Business Enterprise, the requested information pertains to the owner(s) of the company. This form must be signed and dated by an authorized representative of your company. |
| Respondent’s Name: Years in business under same name: Previous Name: General E-mail Address: Current Address: Sales Rep/Customer Service Name: E-mail Address: Authorized Signatory: Email Address: Fax#: Accounts Receivable Contact Name: Phone # TCHD Account #  |
| **List your major commodities:**  |
| **Check all that apply with respect to major commodity:**[ ] Supply  [ ] Equipment  [ ] Service  (List type of service, i.e., temp. agency, surveyor, etc.: \_\_\_\_\_\_\_[ ] Consultant [ ] Distributor  [ ] Manufacturer [ ] Contractor [ ] SubcontractorApproximate dollar volume of business with the District in past twelve (12) months: **$\_\_\_\_\_\_\_\_\_\_\_\_** |
| **ETHNICITY OF company’S American OWNERSHIP** (Please place an X in the appropriate box**:**  |
| [ ]  Asian Pacific [ ]  African American [ ]  Caucasian [ ]  Hispanic [ ]  Native American  | [ ]  Other  \_\_\_\_\_\_\_\_\_\_\_\_ (SPECIFY) | Public OWN STOCK:[ ]  yES  [ ]  nO  |
|  |  | MAJORITY OWNER: [ ]  mALE  [ ]  fEMALE   |

**INCLUDE THE FOLLOWING:**

Copy of certificate(s) (State of Texas, North Central Texas Regional Certification Agency (NCTRCA), Historically Underutilized Businesses (HUB), or any agency confirming your business as being a women/minority-owned or small business enterprise.

***signature*:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Title:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Print Name:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Date:*** *\_\_\_\_\_\_\_\_\_\_\_\_*

**Exhibit E**

**Conflict of Interest Questionnaire**

Chapter 176 to the Texas Local Government Code (“Chapter 176”) contains provisions mandating the public disclosure of certain information concerning persons doing business or seeking to do business with the District (“Disclosure Information”). The Disclosure Information relates to affiliations, and business and financial relationships such persons may have with members of the District’s governing body, its officers and certain other high-level District employees. Each Respondent is charged with the responsibility of becoming familiar with the requirements of Chapter 176 and for complying with the applicable provisions thereof.

Each Respondent shall complete the Conflict of Interest Questionnaire set forth below and shall return the completed Conflict of Interest Questionnaire with its Response. A complete copy of Chapter 176 of the Local Government Code may be found at: <https://statutes.capitol.texas.gov/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on: (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity; (B) a transaction conducted at a price and subject to terms available to the public; or (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):** (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if: . . . . . (2) the vendor: (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that (i) a contract between the local governmental entity and vendor has been executed; or (ii) the local governmental entity is considering entering into a contract with the vendor; or (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that: (i) a contract between the local governmental entity and vendor has been executed; or (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and: (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A); (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of: (1) the date that the vendor: (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or (2) the date the vendor becomes aware: (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a); (B) that the vendor has given one or more gifts described by Subsection (a); or (C) of a family relationship with a local government officer.

**RFP #20251340058 Vending & Refreshment Services**

|  |
| --- |
| **CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ****For vendor doing business with local governmental entity** |
| **This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor. | **OFFICE USE ONLY** |
| Date Received |
| **1** | Name of vendor who has a business relationship with local governmental entity.  |
|  |
| **2** | [ ]  | Check this box if you are filing an update to a previously filed questionnaire**.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.) |
|  |
| **3** | Name of local government officer about whom the information is being disclosed.  Name of Officer |
|  |
| **4** | Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.1. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

 [ ]  Yes [ ]  No1. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

 [ ]  Yes [ ]  No |
|  |
| **5** | Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.  |
|  |
| **6** | [ ]  | Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1). |
|  |
| **7** |    Signature of vendor doing business with the governmental entity Date |
|  |

**Exhibit F**

**JPS Supplier Diversity: Good Faith Form**

|  |  |
| --- | --- |
| RFP # **or** Name of Contract: |  RFP #20251340058 Vending & Refreshment Services |
| Prime Vendor Name: |   |
| Prime Vendor address: |   |
| Prime Vendor UCM ID: |  |

1. Are you a Historically Underutilized, Small, Minority, Woman or Veteran owned business (HUB/SMWVBE)?

☐ If yes, please attach your updated certification form ***(Stop Here)***

☐ If no, please continue to **#2 below**

1. List all participating HUB/SMWVBE certified agencies/organizations contacted regarding subcontracting and/or partnership opportunities for this contract. *(Insert additional rows as needed.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subcontractor Company Name | Email / Phone | Certification Type and Number | Total Contract Value | HUB/SMWVBESubcontract Value | % of Total Contract |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. If no HUB/SMWVBE participation is listed above, have you checked the JPS Vendor portal at <https://jpshealth.gob2g.com/>? The vendor portal is a directory of certified HUB/SMWVBE businesses *Ex: Support services to participate under the contract*

☐ If you searched the vendor portal, list HUB/SMWVBE company name(s) and contact information below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subcontractor Company Name | Email / Phone | Certification Type and Number | Total Contract Value | HUB/SMWVBESubcontract Value | % of Total Contract |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. If you are not a HUB/SMWVBE and do not have a HUB/SMWVBE subcontractor, please provide a statement regarding steps that your company has taken to demonstrate your commitment to Supplier Diversity: ***(insert additional rows as needed)***
2. Please provide an explanation as to how you plan to identify HUB/SMWVBE participation on this contract: ***(insert additional rows as needed)***

|  |  |  |
| --- | --- | --- |
|   |  |  |
| **Name of Vendor (Print)** |  | **Vendor Signature** |
|   |  |   |
| **Date** |  | **Vendor Phone** |
|  |  |  |
| **JPS Diversity Administration Reviewer (Print)** |

Did you complete, sign, and submit all required forms?

If not, your Proposal will be rejected