REQUEST FOR PROPOSAL
BID #FY24-07
Tire Services and Repair

DATE: March 18, 2024

The Houston Food Bank
535 Portwall St
Houston, TX, 77029
Phone (713) 547-8658
Website http://www.houstonfoodbank.org

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
The Houston Food Bank (HFB) is securing bids for Tire Services and Repair with a contract term of one (1) year with option to renew for up two (2) additional years. All materials are to be delivered to Houston Food Bank located at: 535 Portwall St., Houston TX 77029.

GENERAL CONDITIONS FOR BIDDERS:

Submission Guidelines
The Houston Food Bank is a tax exempt 501(c)(3) non-profit, our Tax Exemption Certificate shall be provided to the awarded bidder.

Bidding begins 8:00 AM March 18, 2024 and ends at 5:00 PM April 1, 2024 on at the Houston Food Bank.

1. Bids shall be executed and submitted via e-mail. Please submit to Afnan Rahim arahim@houstonfoodbank.org and hfbprocurement@houstonfoodbank.org Please include in the Email Subject Line BID #FY24-07: Tire Services and Repair

2. Bids will be opened at 11:00 AM, April 2, 2024 via Zoom. You are invited, but not required to be present.

Should you have any questions concerning this request for proposals please let us know via email at arahim@houstonfoodbank.org and Hfbprocurement@houstonfoodbank.org

Sincerely,

Sarah McIntire
Director of Acquisition and Procurement
Houston Food Bank
This document contains a Request for Proposals for Tire Services and Repair. The Houston Food Bank operates TEFAP, CSFP, SFSP, and CACFP established by the United States Department of Agriculture and sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance, this document shall constitute the award between the successful bidder and the Institution. (Accepting a bid does not constitute acceptance of the contract.)

Soliciting Institution:
Houston Food Bank
535 Portwall St.
Houston, TX 77029
(713) 547-8658

Bid number: BID #FY24-07

Bid Issue Date: Monday, March 18, 2024

Bid Due Date: Monday, April 1, 2024

Bid Receipt Confirmation Date: April 2, 2024
Time: 11:00 AM

Join Zoom Meeting
https://us04web.zoom.us/j/73873109092?pwd=tm4t3Anx5ca1tcpazaM0XYokbQCUPz.1
Meeting ID: 738 7310 9092
Passcode: 5vttVG

Contract Commencement Date: Estimated or date of agreement approval by the Houston Food Bank
Contract Expiration Date: Estimated 1 year with options to renew for 2 additional years

Prompt Payment Discount: ____ % for payment within ___ days (completed by bidder)

Total Estimated Amount of Bid: ____________________ (completed by bidder - in lieu of completing, bidders may supply additional bid amount detail on attachment)

By submission of this bid, the bidder certifies that, in the event he receives an award under this solicitation, he shall operate in accordance with all applicable, current program regulations. This agreement shall be in effect for 1 year with the option to renew for 2 additional years.

Name of Bidder: ____________________________ Name of Authorized Representative: ____________________________

Print or Type Name of Company ____________________________ Print or Type Name of Representative ____________________________
Street Address: ____________________________________________
By: ____________________________________________
The Houston Food Bank is seeking to partner with a vendor or vendors to provide quality and efficient repair of tires as specified in this RFP.
Section 2

Certificate of Independent Price Determination

(a) By submission of this bid, the bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organizations, that in connection with this procurement:

1. The prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any person or firm to submit or not to submit, a bid for the purpose of restricting competition.

(b) Each person signing this bid certifies that:

☐ The person in the bidder's organization is responsible within that organization for the decision as to the prices being offered herein and that he has not participated, will not participate, in any action contrary to (a)(1) through (a)(3) above; or

☐ The person in the bidder's organization is not responsible within that organization for the decision as to the prices being offered herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (a)(1) through (a)(3) above, and as their agent does hereby so certify; and he has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above.

_________________________________________________________________

Signature of bidder's authorized representative

Title ___________________________ Date ________________

In accepting this bid, the Institution certifies that the Institution's officers, employees or agents have not taken any action which may have jeopardized the independence of the bid referred to above. (Accepting a bid does not constitute acceptance of the contract.)

_________________________________________________________________

Signature of Authorized Institution Representative

Note: Institution and Bidder shall execute this Certificate of Independent Price Determination.
Section 3

Instructions to Bidders

1. Definitions

As used herein:

a) The term “bid” means an offer to perform the work described in this Request for proposals at the fixed unit price specified in accordance with the terms and conditions of the solicitation.

b) The term “bidder” refers to a company submitting a bid in response to this Request for proposals.

c) The term “contractor” means a successful bidder who is awarded a contract by an Institution under The Emergency Food Assistance Program (TEFAP), Commodity Supplemental Food Program (CSFP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP) under the U. S. Department of Agriculture.

d) The term “Request for proposals”, hereafter referred to as RFP, means the document soliciting bids through the formal advertising method of competitive sealed bid procurement.

e) The term “Institution” means the Houston Food Bank which operates TEFAP, CSFP, CACFP, and SFSP Program which is issuing this RFP.

f) The Institution’s contact is Sarah McIntire, Director of Acquisition and Procurement or Afnan Rahim, Procurement Analyst – 
HFBprocurement@houstonfoodbank.org, arahim@houstonfoodbank.org

g) The term “responsive” means the bidder conforms to all material terms and conditions of the RFP.

h) The term “responsible” means the bidder is capable of successfully performing under the terms and conditions of the contract.

Other terms shall have the meanings ascribed to them in TEFAP, CSFP, CACFP, and SFSP regulations.

2. Submission of Bids

a) Bidders are expected to examine carefully the specifications, schedules, attachments, terms and conditions of this RFP. Failure to do so shall be at the bidder’s risk.

b) Bids shall be executed and submitted by email.
c) The copy marked “original” shall be governing should there be a variance between that copy of the bid and other copies submitted by the bidder. No changes in the specifications or general conditions are allowed. Erasures on this bid shall be initialed by the bidder prior to submission.

i) If accepted, this RFP will be signed by an authorized representative of the Institution and a fully executed copy will be forwarded to the successful bidder as the notice of award.

d) The successful bidder shall provide a contract, using the specifications outlined in this RFP to the Houston Food Bank by to the attention of Afnan Rahim, arahim@houstonfoodbank.org and hfbprocurement@houstonfoodbank.org.

e) An interested party may protest the solicitation, the cancellation of the solicitation, or the award or proposed award of a contract in writing by contacting HFB Procurement via email at HFBProcurement@houstonfoodbank.org.

Failure to comply with any of the above shall be reason for rejection of the bid.

3. Explanation to Bidders

Any explanation/questions desired by a bidder regarding the meaning or interpretation of the RFP specifications, etc., must be requested by email to Afnan Rahim, arahim@houstonfoodbank.org and HFBProcurement@houstonfoodbank.org by 5:00 PM on Wednesday, March 20, 2024 to allow sufficient time allowed for a reply to reach all bidders before bid opening.

Oral explanations or instructions given before the award of the contract shall not be binding. Any information given to a prospective bidder concerning an RFP shall be furnished to all prospective bidders as an amendment to the RFP if such information is necessary to bidders in submitting bids on the RFP or if the lack of such information would be prejudicial to uninformed bidders.

4. Acknowledgment of Amendments to Submitted Bids

Receipt of an amendment to a bid by a bidder must be acknowledged by signing and returning the amendment. Such acknowledgment must be received prior to the hour and date specified for bid opening.

5. Discounts

Although a blank is provided for a time discount, prompt payment discounts offered for payment in less than twenty calendar days will not be considered in evaluating bids for award. However, offered discounts of less than twenty days will be taken if payment is made within the discount period even though not considered in the evaluation of bids. (NOTE: Payment discounts may only be used to determine the low bid when prior experience of the Institution indicates that such discounts are generally taken).
6. **Bidders Having Interest in More than One Bid**

   If more than one bid is submitted by any one person, by or in the name of a clerk, partner, or other person, all such bids shall be rejected.

7. **Time for Receiving Bids**

   Sealed bids shall be deposited at the address specified on the RFP of the Institution no later than the exact time and date indicated on the face of this RFP. Bids received prior to the time of opening will be securely kept, unopened.

8. **Error in Bids**

   Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids; failure to do so shall be at the bidder’s own risk and he cannot secure relief on the plea of error.

9. **Award of Contract**

   a) The contract will be awarded to the lowest responsive and responsible bidder meeting the specific requirements.

   b) The Institution reserves the right to reject any or all bids when there are sound documented business reasons in the best interest of the Program and to waive informalities and minor irregularities in bids received.

   c) The Institution reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or the bid of a bidder who investigation shows is not in a position to perform the contract. Other factors that may be considered include, but are not limited to the bidder’s integrity, compliance with public policy, and financial and technical resources.

10. **Late Bids, Modifications of Bids or Withdrawals of Bids**

   a) Any bid received after the exact time specified for receipt will not be considered.

   b) A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids.

   c) The only acceptable evidence to establish the date of emailing of a late bid, modifications or withdrawal is providing evidence of the sent time of the email in the form of a screenshot displaying the time and date with the subject line listed above.

11. **Confidentiality**
a) Bidder covenants that all data, documents, discussion, or other information developed or received by bidder or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Bidder without written authorization by HFB.

b) HFB shall grant such authorization if disclosure is required by law. Bidder's covenant under this Section shall survive the termination of this Agreement.

12. Addition and Removal of Locations

a) HFB is required periodically to increase or decrease its fleet size and locations due to changes in demand.

b) HFB needs the flexibility to communicate these changes to the contractor and easily update the contract under the existing contract terms and without incurring excessive additional cost for the changes.

13. Bidder Selection

HFB intends to select the bid with the best value based on the scoring matrix, but it reserves the right to choose multiple bidders in order to meet the needs of HFB.
Section 4

Scope of Services

The Houston Food Bank is seeking to partner with a vendor or vendors to provide quality and efficient repair of tires as specified in this RFP.

At a minimum, the scope of services required by the successful firm shall consist of the following: pick-up and delivery services of rims and tires, the ability of the vendor to provide new tire purchases, mounted tire services, warranties, recaps/repair of tires and retreads, tire casings, rim refurbishment, fleet reports; and tire analysis as needed, as requested by HFB. The supplier shall have all the resources necessary to supply the goods and services as specified in the Request for Proposal (RFP) to meet the needs of HFB.

Offerors are asked to bid on each of the below-mentioned services that may be performed by their Approved Distributors to include any parts and labor as a total on their bid form. If any Offeror does not offer any of the below listed items, they should mark it as NA. Awarded Contractors are responsible for the timeliness and quality of all services provided by individual distributors under this RFP.

Description of Locations

Houston Food Bank maintains three facilities for its operations. Servicing of vehicles will be required at all locations as well as our 18 county service area (Attachment A).

a) HFB East – 535 Portwall Street, Houston, TX 77029

b) HFB North – 146 Knobcrest Drive, Houston, TX 77060

c) Aileen (Teachers Aid Building) - 8353 East Fwy, Houston, TX 77029

Reporting Requirements

HFB routinely seeks to take advantage of new technology that can bring cost savings and increase real-time data visibility. HFB utilizes the Samsara Fleet Maintenance and Tracking System (Samsara) to manage the transportation fleet and improve operational efficiency. Where possible, HFB prefers contractor utilize technology that is compatible with Samsara for data sharing, and at a minimum, contractor shall furnish HFB records and reports indicating and showing all service and work performed by the Contractor, recorded and documented daily and supplied to HFB for entering into HFB Samsara Management system. Where data entry cannot be shared directly to Samsara, contractor shall work with HFB on formatting reports in an efficient manner to minimize manual entry by HFB.
Contractor shall supply the complete mileage history of:

a) Each tire, on each vehicle
b) By vehicle number
c) By Wheel Position
d) Monthly mileage
e) Total accumulated mileage to date
f) Individual tire brand number for each tire

**Weekly**

A weekly tread depth summary for every vehicle including:

a) Date and time of the report
b) Location (HFB facility)
c) Unit number
d) Tread depth indicated (using authorized tread depth tool)
e) HFB employee who received report
f) Notes related to the HFB fleet.

**Monthly**

A summary of all tires removed from service by the Contractor during the previous month. A list of air pressure checks and tire condition by unit number, completed during the previous month.

**Quarterly**

A detailed quarterly summary report of all damaged, destroyed, scrapped tires, to include the specific:

a) Vehicle numbers
b) Dates on which the damage occurred.
c) Tire brand number

Contractor shall be responsible for keeping all records of tire location and breakdown of the departments. (NSLP, Keegan, Core) Etc. Supplying a monthly report by vehicle number, listing individual brand tire numbers, tire locations, monthly mileage, and total accumulated mileage of each unit that tires has been changed during that month.
Our site located on Aleen has storage capability and we request inventory on consignment be maintained by the vendor for installation as needed.

**Product and Service Specifications**

**General Tire Specifications**

All tires shall be of quality not less than the tires normally furnished in representative quantities by Original Equipment Manufacturers (OEM) as original equipment for automobiles, trucks, tractors, buses, backhoes, loaders, motor graders, and other heavy equipment. Tires supplied must be marked with Federal Department of Transportation (DOT) compliance symbol. Tires shall conform to all applicable Federal Specifications.

- All tires must be NEW and must have been produced or manufactured within the last one (1) year prior to delivery to the Using Entity. Should an Authorized Distributor deliver a tire(s) with a manufacturing date exceeding the one year limit, the Authorized Distributor will pick up the expired tire(s) and replace them with tire(s) that meet the manufacturing date requirement for no additional fee to the Using Entity.
- All tires must have the size (including load range), manufacturer’s name and DOT number, serial number and indication of body material molded in side-wall at time of cure. The application of any of the above by any other means such as branding, application of decals, etc. will not be acceptable.
- Tires offered must have been tested to meet or exceed ASTM (American Society of Testing and Materials) Standard F1922 for highway tires, F1923 for Off Road/Low Speed tires, and meet operational performance levels and marking requirements of Federal Standards FMVSS 109 for new pneumatic passenger tires, FMVSS 139 for new pneumatic radial tires for light vehicles, and FMVSS 119 for new pneumatic non-passenger Multi-Passenger Vehicles (MPVs), trucks, buses, and trailers.
- **Automobile/Passenger Vehicles**
  - These tires include common passenger car tires and are designated with a “P” at the beginning of the tire size. Common applications for these types of tires would be passenger cars and mini vans. Tires must be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.
- **Light Duty Trucks Radial and Bias**
  - These tires do not have a letter at the beginning of the tire size. Common applications for these types of tires would be medium and heavy trucks, buses, semi-trucks, cargo vans and trailer tires. Tires in this subcategory have a diameter that is equal to or greater than twenty (20) inches. Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.
- **Medium Commercial/Heavy Duty Trucks:**
- These tires do not have a letter at the beginning of the tire size. Common applications for these types of tires would be medium and heavy trucks, semitrucks, cargo vans and trailer tires. Tires in this subcategory have a diameter that is equal to or greater than twenty (20) inches. Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

- **Low Roll Resistance Tires**

  - Because of average fuel economy standards, the auto industry generally equips new vehicles with tires that have significantly lower rolling resistance and better fuel economy than the average replacement tire. Replacement tires do not have to meet original equipment fuel efficiency standards as there is very little information regarding their rolling resistance and their relative fuel economy characteristics. In the interests of maintaining fuel economy in fleet vehicles, HFB would like to contract with manufacturers that offer certified low rolling resistance tires. Offeror is to identify in the Proposal whether or not it offers these types of tires and, if so, include them on their MPL and identified them as low roll resistance tires. Offeror is to also offer the fuel economy rating of the tires offered; e.g. miles per gallon fuel efficiency increase or percentage of fuel economy increase.

- **Tubes**

  - All inner tubes must be standard production first line, heavy duty butyl tubes or natural rubber of fresh stock. All tubes must be of quality not less than the tubes normally furnished in representative quantities by OEM as original equipment for automobiles, trucks, tractors, buses, backhoes, loaders, motor graders, and other heavy equipment. Tubes must conform to all applicable federal specifications. All tubes must be NEW and must have been produced or manufactured within the last one (1) year prior to installation or delivery to the Using Entity

- **Detailed Services Specifications**

  - Offeror is asked to provide pricing on each of the below mentioned listed services that may be performed by their Approved Distributors to include any parts and labor as a total in its Cost Proposal. If an Offeror does not offer one of the items listed below, the Offeror should mark it as NA. Approved Distributors must honor the services pricing in the Offeror’s Cost Proposal. Offeror is asked to provide a list of its Approved Distributors for each state it is including in its Proposal. If awarded a Contract, the successful Contractor(s) are responsible for the timeliness and quality of all services provided by the Approved Distributors under this RFP. Product installation and repairs, such as mounting, rotation, and balancing, must be in accordance with manufacturer's recommended
procedures of warranted new virgin product tires for each product subcategory.

Contract shall remove and replace tires at the following tread depths:
- Front Tires 4/32 of an inch
- Rear Tires 2/32 of an inch

Recapped tires shall never be used on front wheels. Failure to adhere shall subject Contractor to LD’s and possible cancellation of Contract.

- Tire Installation with purchase in store includes dismount of used tires and tubes.
- Change tire, dismount and mount
- Flat repair, remove, repair and mount
- Flat repair, off vehicle
- Rotate mounted tires (per tire)
- New valve stem rubber or metal
- Wheel balance - computer spin balance (per tire)
- Wheel balance – computer spin balance and valve stem combination
- Alignment Services
  - If Offeror provides this service, the prices should be listed in the Cost Proposal as a percentage discount from list price for parts and a price per hour for labor.
- Emergency Roadside Assistance (price per hour for labor or service call)
  - Offeror’s Approved Distributors shall provide complete twenty-four (24) hour roadside service, as required. Dispatch response time (arrival time by Offeror’s Approved Distributors to HFB’s identified location), shall occur within 2 hours. Offeror’s Approved Distributors shall make every effort possible, including having all necessary tools, replacement materials and labor on hand at time of repair, to make all roadside repairs and tire replacement(s) in a safe, cost-efficient manner. In the event that Offeror’s Approved Distributors is unable or unwilling to respond within the required dispatch time after telephone notification of the emergency, the Using Entity reserves the right to procure the Products or Services or a combination of Products and Services elsewhere without contract violation.
- Tire Pressure Monitoring System (TPMS)
  - Newer vehicles all come with a tire pressure monitoring system (TPMS) which is built into the tire valve. When new tires are mounted on a vehicle with the TPMS system, the TPMS system is reinstalled with a new washer, valve, and valve cap (TPMS service kit).
  - Used tire recycle/disposal fee (per tire).

Availability: All tires of common usage listed below should be regularly carried in stock by the Awarded Contractor, or their distributor. All other tires must be available from
the Awarded Contractor, or their distributor, within 30 days after receipt of order.
Indicate the process, policies, or procedures used by manufacturer to mitigate the risks of running short of the materials needed to produce the tire products required.

- 295/75/R22.5
- 275/80R22.5
- 11R22.5
- P245/75R16
- LT245/75R16
The following describes the approximate number of vehicles in HFB fleet.

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reefer Trailers</td>
<td>51</td>
</tr>
<tr>
<td>Mobiles</td>
<td>25</td>
</tr>
<tr>
<td>Tractors</td>
<td>32</td>
</tr>
<tr>
<td>Bobtails</td>
<td>52</td>
</tr>
<tr>
<td>Bus</td>
<td>1</td>
</tr>
<tr>
<td>Vans</td>
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<tr>
<td>Food Truck</td>
<td>1</td>
</tr>
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<td>Pick Up</td>
<td>5</td>
</tr>
<tr>
<td>Yard Mule</td>
<td>3</td>
</tr>
<tr>
<td>Bumper Trailer</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>176</strong></td>
</tr>
</tbody>
</table>

Returns: The Awarded Contractor shall not charge return fees for inaccuracies or other errors on the part of the Contractor.

Product Guarantee and Adjustment: Tires furnished shall be guaranteed to be free from defects in workmanship and material for original tread life or 48 months whichever comes first. Any tire which fails this guarantee shall either be satisfactorily repaired by the Awarded Contractor or replaced with a new tire charging only for the mileage used based on the tread depth, or as agreed upon by the Using Agency. Allowances and replacement charges shall be based upon the Contract tire price. The Awarded Contractor shall defray all transportation costs on both the defective tire(s) and replacement tire(s). The Awarded Contractor shall provide a one (1) year warranty on all tubes and parts beginning on the date of installation, to repair and/or replace as necessary, as determined by the Using Agency, AT NO COST TO THE USING AGENCY. If such items are not normally warranted for one year, maintenance to supply the equivalent of a one (1) year warranty must be included in the cost. Shipping cost for returned tubes and parts warranty service SHALL BE PAID BY THE AWARDED CONTRACTOR.

- Include with your RFP proposal a statement that your company agrees to the minimum Warranty Requirements. If your company’s warranty exceeds the minimum requirements, include a copy of the warranty with your proposal.

Service Area: The Offeror must demonstrate, in their RFP proposal, the ability to sell and service tires and tubes to HFB’s Service Area.

- See Attachment A HFB Service Area Map
- The Offeror’s list of Authorized Distributors within HFB’s Service Area must provide full location addresses including contact information and services that are currently provided by each location.

Contact Person: The Offeror must provide the name of the person who will work with the HFB Contract Administrator during the term of the contract. This person must be
authorized to coordinate with distributors and representatives to ensure an efficient implementation of the contract and to insure correct pricing for goods and services.

Insurance Requirements: The Awarded Contractor and Approved Distributor will agree to carry all insurance which may be required by federal and state laws, state and city ordinances, charters, regulations, and codes. Concurrent with the execution of the contract for services, the Awarded Contractor and Approved Distributor will furnish HFB the following certificates of insurance within ten (10) days upon request. Certificates shall be issued by an insurance company meeting the requirements to conduct business in HFB’s Service Area. The Awarded Contractor and Approved Distributor shall name HFB as additional insured on all insurance policies. No policy shall expire, be canceled or materially changed to affect coverage available to the State without thirty (30) days written notice to HFB.

The following certificates are to be furnished with the RFP upon request.

Liability insurance: A certificate of insurance evidencing insurance coverage for general liability including contractual liability, written on a comprehensive form with coverage for personal injury and a limit of liability of at least $1,000,000 for bodily injury, property damage and personal injury.

Worker's compensation and employer's liability: A certificate of insurance evidencing statutory coverage for worker's compensation coverage, injury and a limit of liability of $1,000,000 for employer's liability, or a letter of certification from the industrial commission that the vendor is an authorized self-insurer.

With your Proposal, include a statement that your company agrees or exceeds the Insurance requirements.
Section 5 Submission Criteria

Provide the following information in the response lines below or attached to the submitted RFP. Other acceptable responses are “Please see attached on pg. XX of submitted proposal” to point HFB to the exact information or “Not applicable”, but please remember a response is required for each request below.

B. Description of Bidder – include locations of offices and persons responsible for services and point of contact for Houston Food Bank.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

C. Statement of understanding of the services requested – include a narrative and work plan outlining an approach for addressing the requirements of the RFP.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

D. Quality of previous work – Examples of supplies requested as well as client testimonials and references.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________


E. Statement of the bidder’s qualifications and financial capability as they relate to the scope of services – copies of recent audit, a current financial statement or a copy of the contractor’s federal income tax return with all amendments preferred. References from a minimum of 3 sources preferred.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

F. Technical Expertise and Experience: Provide descriptions and documentation of staff technical expertise and experience.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

G. Additional services: Additional services outside the listed scope of services supplier will provide i.e. green initiative and social responsibility, inventory management, etc.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

H. Additional information the bidder deems appropriate to assist in evaluating the proposal. Additional points will be awarded to Minority or women-owned business enterprises.

_____________________________________________________________________

19
## Evaluation of Bidders

Each bidder will be evaluated on the following factors:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Total Possible Points</th>
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<tbody>
<tr>
<td>1 copy of the bid submitted by email – original copy noted with signatures in blue ink</td>
<td>Required</td>
</tr>
<tr>
<td>Bidder representative signatures:</td>
<td>Required</td>
</tr>
<tr>
<td>• RFP Solicitation – pg. 3</td>
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<tr>
<td>• Certificate of Independent Price Determination – pg. 5</td>
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<tr>
<td>• Clean Air and Water Certification – pg. 19</td>
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<tr>
<td>• Form AD-1048 – pg. 20</td>
<td></td>
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<tr>
<td>• Certification Regarding Lobbying – pg. 23</td>
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</tr>
<tr>
<td>A. Cost of Goods and Services</td>
<td>55</td>
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<tr>
<td>• Cost of Mileage Rates</td>
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<tr>
<td>• Cost of Maintenance Services</td>
<td></td>
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<tr>
<td>B. Description of Bidder</td>
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<tr>
<td>C. Statement of Understanding</td>
<td>9</td>
</tr>
<tr>
<td>D. Quality of previous work</td>
<td>8</td>
</tr>
<tr>
<td>E. Capabilities to provide ongoing support, clear documentation of processes, training resources</td>
<td>6</td>
</tr>
<tr>
<td>F. Technical Expertise and Experience</td>
<td>6</td>
</tr>
<tr>
<td>G. Additional Services</td>
<td>5</td>
</tr>
<tr>
<td>H. Additional relevant information - higher points given to those with proof of certification.</td>
<td>5</td>
</tr>
</tbody>
</table>

**Max Possible Points** 100
Section 6  

General Conditions

1. **Length of Contract**  
This contract will be in effect 12 months beginning date of April 2024 or agreement approval by the Houston Food Bank and shall end April 2025, with the option to renew for two (2) additional years.

2. **Payment**  
Invoices should be e-mailed to: AP@houstonfoodbank.org

It is the Houston Food Bank’s policy to pay in full in net 30 days.

3. **Termination Clause**

The successful bidder’s contract must include the following termination provisions:

   a) **For cause** - by Institution or contractor with thirty (30) days written notification.

   b) **The Institution’s right to terminate** - If the contractor fails to comply with any of the requirements of the contract. The Institution shall notify the contractor of specific instances of noncompliance, in writing. In instances where the contractor has been notified of noncompliance with the terms of the contract and has not taken immediate corrective action, the Institution shall have the right, upon written notice, of immediate termination of the contract and the contractor shall be liable for any damages incurred by the Institution. The Institution shall negotiate a repurchase contract on a competitive basis to arrive at a fair and reasonable price.

   c) The Institution shall, by written notice to the contractor, terminate the right of the contractor to proceed under this contract if it is found by the Institution that gratuities in the form of entertainment, gifts, favors, anything of monetary value or otherwise were offered or given by the contractor or contractor’s employees or subcontractors to any officer, employee or agent of the Institution.

   d) In the event this contract is terminated as provided in paragraph (b) hereof, the Institution shall be entitled: (i) to pursue the same remedies against the contractor as it could pursue in the event of a breach of the contract by the contractor;

   e) and (ii) as a penalty, in addition to any other damages in any amount which shall not be less than three, nor more than ten times the costs incurred by the contractor in providing any such gratuities to any such officer or employee.

   f) The rights and remedies of the Institutions provided in this clause, shall not be exclusive, and are in addition to any other rights and remedies provided by law or under this contract.
Section 7

General Provisions

Equal Opportunity

(The following clause is applicable unless this contract is exempt under the rules, regulations, and relevant orders of the Secretary of Labor [41 CFR ch. 60].)

During the performance of the contract, the contractor agrees as follows:

a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this Equal Opportunity clause.

b) The contractor will, in all solicitation or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability or national origin.

c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency Contracting Officer, advising the labor union or workers’ representative of the contractor’s commitments under this Equal Opportunity clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and of the rules, regulations, and relevant orders of the Secretary of Labor.

e) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

f) In the event of the contractor’s noncompliance with the Equal Opportunity clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended, in whole or in part, and the contractor may be
declared ineligible for further Government contracts in accordance with Procedures authorized in Executive Order 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

g) The contractor will include the provisions of paragraphs a) through g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, so that such provisions will be binding upon each subcontractor or Institution. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or Institution as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Clean Air and Water

(Applicable only if the contract exceeds $100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed $100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act [42 USC 7413(c)(1) or the Federal Water Pollution Control Act [33 USC 1319(c)] and is listed by EPA, or the contract is not otherwise exempt.)

a) The contractor agrees as follows:

i) To comply with all the requirements of Section 114 of the Clean Air Act, as amended [42 USC 7414] and Section 308 of the Federal Water Pollution Control Act [33 USC 1251, et seq.], respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued hereunder before the award of this contract.

ii) That no portion of the work required by this contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.

iii) To use his best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.

iv) To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph (a)(4).
b) The terms used in this clause have the following meanings:

i) The term “Air Act” means the Clean Air Act, as amended [42 USC 7401, et seq.].

ii) The term “Water Act” means Federal Water Pollution Control Act, as amended [33 USC 1251 et seq.].

iii) The term “Clean Air Standards” means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in Section 110(d) of the Clean Air Act [42 USC 7410], an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act [42 USC 7411] or Section 111(d), respectively, of the Air Act [42 USC 7411], or an approved implementation procedure under Section 112(d) of the Air Act [42 USC 7412].

iv) The term “Clean Water Standards” means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act [33 USC 1342] or by local government to ensure compliance with pretreatment regulations, as required by Section 307 of the Water Act [33 USC 1317].

v) The term “compliance” means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

vi) The term “facility” means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by a contractor or subcontractor to be utilized in the performance of a contract or subcontracts. Where a location or site of operations contains or includes more than one building, plant, installation, or structure, the entire location or site shall be deemed to be a facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are co-located in one geographical area.
Clean Air and Water Certification

The bidder certifies as follows:

a) Any facility to be utilized in the performance of this proposed contract has [], has not [ ] been listed on the Environmental Protection Agency List of Violating Facilities.

b) He will promptly notify the Contracting Officer, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U. S. Environmental Protection Agency, indicating that any facility which he proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

c) He will include substantially this certification, including this paragraph c) in every nonexempt subcontract.

Signature of Authorized Representative, Bidder     Date

Energy Policy and Conversation Act (42 USC 6201, et seq.)

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201, et seq.)

Contract Work Hours and Safety Standards Act-Overtime Compensation

The contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (the “Act”), 40 USC 3702, 3704, as supplemented by Department of Labor regulations, 29 CFR, Part 5. Under Section 103 of the Act, contractor shall be required to compute the wages of every laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in any workweek. Section 107 of the Act provides that no laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous or dangerous to his health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor.
Certification Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 417, Section 417.332, Participants’ responsibilities.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name
Name

PR/Award Number or Project

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) Date

Form AD-1048 (1/92)
Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed
that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Form AD-1048 (1/92)
PRODUCTION
Certification Regarding Lobbying

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts exceeding $100,000 in Federal funds.

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

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

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

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

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

_______________________________________
Name/Address of Organization

_______________________________________
Name/Title of Submitting Official
**Section 9 (cont.)**

**Disclosure of Lobbying Activities**

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352**

*See next page for public burden disclosure.*

**Approved by OMB 0348-0046**

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<th>2. Status of Federal Action:</th>
<th>3. Report Type:</th>
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<td>___ a. bid/offer/application</td>
<td>___ a. initial offering</td>
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<td>___ b. grant</td>
<td>___ b. initial award</td>
<td>___ b. material change</td>
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<td>___ c. cooperative agreement</td>
<td>___ c. post-award</td>
<td>For Material Change Only:</td>
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<td>___ d. loan</td>
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<td>Year ___________</td>
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<tr>
<td>___ e. loan guarantee</td>
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<td>Quarter __________</td>
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<td>___ f. loan insurance</td>
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<td>Date of last report____</td>
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<th>4. Name and Address of Reporting Entity:</th>
<th>5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name &amp; Address Of Prime:</th>
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<tr>
<td>□ Prime</td>
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<tr>
<td>□ Sub-awardee, Tier __, if known</td>
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<td>_______________________________________</td>
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<td>Congressional District, if known:</td>
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<th>7. Federal Program Name/Description:</th>
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<th>8. Federal Action Number, if known:</th>
<th>9. Award Amount, if known:</th>
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<td>10. a. Name and Address of Lobbying Entity (If individual, last name, first name, MI):</td>
<td>b. Individuals Performing Services (Incl. Address if different from No. 10a) (last name, first name, MI):</td>
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<td>(Attach continuation sheet(s) if necessary)</td>
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<th>11. Amount of Payment (check all that apply):</th>
<th>13. Type of Payment (check all that apply):</th>
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<td>$ ______________</td>
<td>□ a. retainer</td>
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<tr>
<td>□ Actual □ Planned</td>
<td>□ b. one-time fee</td>
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<td></td>
<td>□ c. commission</td>
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<tr>
<th>12. Form of Payment (check all that apply):</th>
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<tbody>
<tr>
<td>□ a. cash</td>
<td>□ d. contingent fee</td>
</tr>
<tr>
<td>□ b. in-kind; specify:</td>
<td>□ e. deferred</td>
</tr>
<tr>
<td>nature</td>
<td>□ f. other; specify: __________________________</td>
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<tr>
<td>value</td>
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<tr>
<th>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted for Payment Indicated in Item 11:</th>
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<th>15. Continuation Sheet(s) attached:</th>
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<td>□ Yes □ No</td>
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<tr>
<th>16. Information requested through this form is authorized by article 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information</th>
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<td>Signature:</td>
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will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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