SERCO OF TEXAS, INC.

REQUEST FOR PROPOSALS

Office Supplies

Houston Area Workforce Solutions Operations

Issue Date	Wednesday, November 4, 2026
Questions Due	Wednesday, November 18, 2026, 2:00 PM, Central Time
Q&A Response Due	Monday, November 23, 2026, 2:00 PM, Central Time
Proposal Due	Friday, December 4, 2026, 3:00 PM, Central Time
Anticipated Award	December 2026 – January 2027 (subject to change)
Procurement Contact	Katherine Taveras | Ktaveras@sercohq.com

Initial term: one year, with up to two optional one-year renewals. Maximum potential term: three years.

1. Purpose and Background

SERCO of Texas, Inc. (SERCO) invites qualified vendors to submit proposals to furnish office supplies and related workplace products for SERCO-supported Workforce Solutions operations in the Houston area and Gulf Coast region. The objective is to establish competitively awarded pricing, dependable multi-location delivery, consistent account support, centralized ordering approval, site-level usage reporting, and an efficient ordering process for recurring operational needs.

SERCO currently supports eight Workforce Solutions locations in the Houston-area/Gulf Coast service area identified in this RFP. SERCO may add, remove, relocate, or change delivery locations during the agreement, provided that any change remains within the awarded scope and does not materially alter the procurement. The selected vendor must identify any delivery limitation. SERCO may make one award, multiple awards by item or product category, or no award. If multiple awards are made, SERCO will identify the awarded items or categories in the notice of award and will place orders only within each vendor's awarded scope.

Participating Houston-Area Workforce Solutions Locations

The following locations are anticipated to participate in the resulting office-supplies agreement. Delivery locations may be changed by SERCO during the contract term in accordance with the agreement.

Site	Delivery Address
Acres Homes	6730 Antoine Dr, Houston, TX 77091
Conroe	2218 IH 45 North, Conroe, TX 77301
Cypress Station	70 FM 1960 West #A, Houston, TX 77090
Humble	9668 FM 1960 Bypass Rd W, Humble, TX 77338
Huntsville	291A Interstate 45 South STE A, Huntsville, TX 77340
Liberty	2131 Hwy 146 Bypass, Liberty, TX 77575
Northeast	11939 Eastex Freeway STE A, Houston, TX 77039
Willowbrook	17725 Tomball Pkwy, Houston, TX 77064

2. Procurement Structure

Historical Usage and Estimated Quantities. Quantities and usage data included with this RFP are provided solely for proposal evaluation, pricing, and planning. They are estimates and do not constitute a guaranteed minimum or maximum purchase quantity or expenditure.

Quantity Changes. Actual quantities may increase or decrease during the contract term based on operational needs, staffing, on-hand inventory, funding availability, program requirements, location needs, and other authorized business requirements. SERCO may purchase more or less than the historical quantities shown.

Additional Products Within Scope. SERCO may purchase additional products only within the office-supply and related workplace-product categories expressly included in this RFP and priced under the awarded catalog-discount structure. A purchase that materially changes the nature or scope of the award, introduces an excluded category, or exceeds the authority of the resulting agreement will require a separate procurement or a properly issued solicitation amendment, as applicable.

- Initial contract term: twelve months from the effective date stated in the executed agreement.
- Renewal options: up to two additional twelve-month periods, exercisable only at SERCO's discretion.
- Renewals are contingent upon continued need, satisfactory performance, available funding, continued price reasonableness, and all required approvals.
- The solicitation and resulting agreement do not guarantee a minimum quantity, purchase volume, or expenditure.

- Purchases will be made through authorized purchase orders, approved ordering channels, or other written authorization established by SERCO.
- Any order is subject to applicable grant, Workforce Board, SERCO, federal, state, and local requirements.

3. Scope of Products

The selected vendor(s) may be asked to furnish commonly used consumable office products and related operational supplies. The categories below are illustrative and may be refined in the final pricing workbook.

- Copy and printer paper, notebooks, notepads, forms, envelopes, labels, and related paper products.
- Writing instruments, markers, correction products, staplers, staples, tape, scissors, clips, and desktop accessories.
- Binders, folders, filing supplies, storage products, presentation materials, and mailroom supplies.
- Ink and toner cartridges when expressly included in the final item list.
- Breakroom, janitorial, safety, or other workplace products only when expressly identified in the final item list or approved catalog categories.
- Environmentally preferable, recycled-content, remanufactured, or domestic-preference alternatives when requested and available.

Exclusions: Furniture, copier leases, professional services, and repair services are excluded unless added by written amendment before the proposal deadline. Low-cost workplace peripherals expressly listed in Attachment A, including headsets and USB hubs, are included only for evaluation and purchase under this solicitation; other information-technology equipment remains excluded.

4. Service and Delivery Requirements

Site-Level Ordering and Centralized Approval. Each of the eight participating Workforce Solutions locations may designate authorized employees, such as Site Managers, to identify needs and prepare proposed orders for that site. The vendor must provide separate users and/or accounts by location while supporting centralized approval and management controls.

Approval Workflow. An authorized site employee prepares a proposed order, which must route to SERCO's designated central or management-level approver. The approver may approve, reject, return, or modify the proposed order. The vendor must not fulfill or ship an order requiring approval until the required approval is documented through the agreed workflow or other written SERCO authorization.

Humble Example. An authorized manager at the Humble Workforce Solutions location may prepare an office-supply order for that site. The proposed order must be held and routed to SERCO's designated approver before the vendor processes or ships it.

Account Controls. SERCO may establish different approval levels, spending limits, authorized users, restricted products, quantity limits, and ordering controls by location. The vendor must describe the controls available through its ordering system.

- Provide delivery to multiple Houston-area Workforce Solutions locations identified on individual orders.
- Identify Houston-area service coverage, standard delivery time, delivery fees, minimum-order requirements, expedited options, and any delivery limitations by completing Attachment C. If any terms differ by location, clearly identify those exceptions in the proposal.
- Clearly disclose all freight, fuel, handling, minimum-order, restocking, rush, special-order, or other fees.
- Provide accurate packing slips and invoices that reference the SERCO purchase order or authorization number and delivery location.
- Maintain an account representative and escalation contact for order, billing, substitution, return, and delivery issues.

- Provide an online or documented electronic ordering process that supports the required central approval, reporting, account restrictions, and user controls. A proposer unable to meet a material approval or reporting requirement must clearly identify the exception.
- Do not substitute a product without prior approval when the substitute differs materially in brand, specifications, quantity, or price.
- Provide a practical return and credit process for damaged, incorrect, defective, or recalled products.

5. Usage and Management Reporting

Monthly Reporting. The vendor must provide an electronic monthly report showing purchasing activity by participating site and a consolidated total for all locations.

Report Information. At a minimum, reports must include site name, order date, purchaser or account, purchase-order or authorization number, vendor item number, item description, quantity, unit of measure, unit price, extended price, order total, delivery or freight charges, and credits or returns.

Report Format. Reports must be provided in Excel, CSV, or another commonly usable electronic format.

Ordering Controls. The vendor must describe the tools and procedures used to enforce SERCO's approval workflow, spending limits, restricted items, user permissions, purchase history, and alerts. The vendor must not process an order that lacks required SERCO approval.

Inventory Responsibility. SERCO will remain responsible for its physical inventory unless separate inventory-management services are included in the agreement.

6. Pricing Requirements

1. Complete Attachment A, Pricing Schedule; Attachment A-1, Catalog; and Attachment C, Service Coverage and Fees, in the Excel pricing workbook, using the exact unit of measure requested.
2. Provide firm initial-term pricing. Any index-based or catalog-discount mechanism must be fully stated, objectively verifiable, and applied consistently throughout the initial term.
3. Provide the manufacturer, brand, manufacturer item number, vendor item number, package quantity, unit of measure, and unit price for each quoted item.
4. Identify catalog discounts and any excluded manufacturers, categories, products, or order types.
5. State whether delivery is included and identify all circumstances in which additional charges apply.
6. Describe proposed renewal pricing and state any maximum percentage adjustment. A renewal adjustment will be permitted only if authorized by the executed agreement, supported by written documentation, determined reasonable by SERCO, and approved before the renewal period begins.
7. Identify available volume, early-payment, prompt-payment, nonprofit, governmental, cooperative, or other discounts.
8. Prices must exclude sales tax when SERCO provides applicable exemption documentation.

7. Vendor Qualifications and Required Response

Submit the proposal in the order below. A proposal may be determined nonresponsive when it omits material information, changes a mandatory requirement, or fails to provide the completed pricing schedule. SERCO may waive only minor informalities that do not affect price, quantity, quality, delivery, evaluation, or the relative standing of another proposer.

Response Section	Required Content
A. Proposal Cover Sheet	Legal name, assumed name, address, contact information, authorized representative, tax identification information requested by SERCO, and signature.

Response Section	Required Content
B. Executive Summary	Brief description of the proposed solution, Houston-area coverage, delivery model, ordering and approval capabilities, reporting, and key value.
C. Company Qualifications	Years in business, relevant experience, account support structure, distribution capabilities, and experience serving multi-location customers.
D. Houston-Area Coverage	Houston-area counties, cities, delivery zones, and locations served; delivery limitations; and use of subcontractors or third-party distributors. Complete Attachment C, Service Coverage and Fees, in the Excel pricing workbook.
E. Technical Response	Ordering, multi-level approval workflow, site/user controls, monthly usage reporting, purchase-history visibility, invoicing, returns, substitutions, customer service, security, business continuity, and implementation. Describe how a Site Manager can prepare an order that is held for central approval before fulfillment.
F. Pricing	Completed Excel pricing workbook (Attachment A pricing schedule, Attachment A-1 catalog responses, and Attachment C service coverage and fees) and any supporting catalog or discount documentation. Vendors are not limited to the Excel workbook and may submit additional catalog, price list, or product information.
G. References	Three references for comparable multi-location, public-sector, nonprofit, education, or workforce-related customers, when available.
H. Certifications	Complete and sign the forms in Attachment E: conflict-of-interest and organizational-conflict disclosure; suspension/debarment certification and lobbying certification, when applicable; proposal-validity and contract-exceptions form; and small/diverse business status or outreach approach, when claimed.
I. Exceptions	Specific exceptions to any RFP requirement or proposed contract term. Silence will be treated as acceptance for evaluation purposes, subject to contract negotiation.

8. Evaluation and Award

SERCO will evaluate responsive proposals using the criteria and weights stated below. The published criteria and weights will not be changed after the proposal deadline. Evaluators will apply the same scoring framework to each responsive proposal and will document the basis for scores, clarifications, responsibility determinations, and the award recommendation.

Price Scoring. The lowest evaluated responsive price will receive the maximum price points. Other responsive proposals will receive price points calculated as: (lowest evaluated responsive price ÷ proposer's evaluated responsive price) × 40. The evaluated responsive price will include the historical basket, normalized package quantities and units of measure, disclosed delivery and mandatory fees, and any other price component expressly identified for evaluation. A zero, omitted, or No Bid line will not be treated as a zero-dollar price; SERCO may determine the proposal nonresponsive for a material omission or apply the documented evaluation treatment stated in the final pricing workbook.

Award Basis. Award will be made to the responsible proposer or proposer(s) whose responsive proposal is most advantageous to SERCO, considering price and the published nonprice factors. Multiple awards, if any, will be made only by the item or product-category structure identified in the evaluation and award record. SERCO will not use an undisclosed factor to alter proposer rankings.

Criterion	Weight	Evaluation Focus
Price and cost reasonableness	40 points	Evaluated basket, discounts, fees, and total anticipated cost.
Houston-area multi-location capability	20 points	Houston-area coverage, delivery model, multi-site support, and scalability.
Service, ordering, approval and reporting approach	20 points	Account support, multi-location ordering, centralized approval, site/user controls, monthly usage reporting, purchase-history visibility, invoicing, returns, substitutions, and implementation.
Qualifications and past performance	15 points	Relevant experience, references, reliability, and implementation capacity.
Small, minority, women-owned, veteran-owned, and labor-surplus-area firm participation	5 points	Good-faith outreach, utilization, or subcontracting approach consistent with applicable federal, TWC, Board, and SERCO requirements; certification is not required to submit a proposal.

9. Solicitation Schedule and Communications

RFP issued	November 4, 2026
Deadline for written questions	Wednesday, November 18, 2026, 2:00 PM, Central Time
Responses to written questions posted on website	Monday, November 23, 2026, 2:00 PM, Central Time
Proposal due	Friday, December 4, 2026, 3:00 PM, Central Time
Anticipated award/effective date	December 2026 – January 2027, subject to required approvals and funding

Posting and Availability of Solicitation Documents. This RFP will be posted on the SERCO of Texas website at https://www.sercooftexas.com/procurements/. All information related to this solicitation, including the RFP, attachments, pricing workbook, written questions and responses, and any other notices, will be posted at that location. Interested vendors may download these documents from the website. Vendors are responsible for checking the website regularly for updates before submitting a proposal.

All vendor communications regarding this RFP must be directed to the procurement contact identified on the cover. SERCO will issue material responses and clarifications in writing through the same public posting and distribution method used for the solicitation. Oral explanations are not binding. Vendors must monitor the identified posting location. Information that could affect proposal preparation or evaluation will be made available on an equal basis to all known and prospective proposers.

10. Submission Instructions

- Submit one electronic proposal in PDF format and the completed Excel pricing workbook (Attachment A pricing schedule, Attachment A-1 catalog responses, and Attachment C service coverage and fees) in its original .xlsx format. Vendors are not limited to the Excel workbook and may include additional supporting information with the proposal, such as a current product catalog, price list, online catalog link, product literature, or other documentation.
- Use the subject line: Proposal - Houston Office Supplies RFP.
- Send the response to Ktaveras@sercohq.com by the stated deadline.
- Proposals received after the stated deadline will be rejected unless SERCO determines, from objective and documented evidence, that the delay resulted solely from a failure of SERCO's designated submission system and that accepting the proposal will not compromise the procurement's integrity or provide an unfair advantage.
- Vendor is responsible for confirming successful delivery of its submission.

11. General Conditions

- SERCO may reject any or all proposals, waive minor informalities that do not affect competition, request written clarifications that do not permit a material proposal revision, conduct negotiations or request best and final offers only when authorized and applied fairly, or cancel and reissue the solicitation when documented as being in SERCO's best interest.
- Costs incurred in preparing a proposal are the vendor's responsibility.
- Any award is contingent upon a documented responsibility review, price or cost reasonableness determination, required internal approvals, funding availability, execution of the final agreement, and satisfaction of applicable grant and Board conditions.
- Vendors must not offer gifts, gratuities, favors, or anything of value to influence the procurement.
- Vendors must disclose actual or potential conflicts of interest and organizational conflicts.
- Vendors must comply with applicable federal, state, local, grant, Workforce Board, and SERCO requirements incorporated into the final agreement.
- The selected vendor and applicable principals must not be suspended, debarred, or otherwise excluded from covered transactions. SERCO will verify exclusion status before award and as otherwise required during the agreement.
- The vendor must retain records supporting pricing, orders, invoices, delivery, credits, and performance for the longer of the period stated in the final agreement or the period required by applicable federal, state, TWC, and grant requirements, including any extension for litigation, claims, negotiation, audit, monitoring, or other unresolved matter. Records must be made available to SERCO and authorized governmental, pass-through, audit, and monitoring representatives.
- SERCO may require corrective action, suspend ordering, or terminate the agreement in accordance with the executed contract.
- Nothing in this RFP obligates SERCO to purchase from a selected vendor when another source is required by law, grant, Board policy, cooperative contract, or funding condition.

11.1 Federal and Grant-Funded Contract Provisions

The resulting agreement will incorporate all provisions required by 2 CFR § 200.327 and Appendix II to 2 CFR Part 200, as applicable to the funding source, contract type, and dollar value.

For an agreement exceeding $10,000, the contract will include termination for cause and termination for convenience, including the method of termination and basis for settlement.

When applicable, the agreement will address remedies for breach; suspension and debarment; Byrd Anti-Lobbying requirements; domestic preferences; recovered-material requirements; access to records; rights to inventions; Clean Air Act and Federal Water Pollution Control Act requirements; and other mandatory federal, TWC, or grant provisions.

The parties will comply with applicable laws and funding requirements. A general compliance statement does not replace a specifically required clause. Construction-only provisions will not apply unless the awarded scope is amended through a compliant procurement to include construction.

No renewal, amendment, catalog expansion, or order may materially exceed the competed scope or maximum potential term. SERCO will document any change, price reasonableness, funding, approvals, and whether a separate procurement is required.

11.2 Solicitation Protest Procedure

An interested party may submit a written protest to the procurement contact identified on the cover. A protest concerning solicitation terms must be received before the proposal deadline. A protest concerning the proposed award must be received within five business days after the notice of intent to award or award notice, whichever SERCO issues.

The protest must identify the solicitation, the protester, the factual and legal basis, supporting documents, and the requested relief. SERCO will provide a written decision after review by an individual who did not score the protester's proposal, when practicable. Filing a protest does not automatically stay an award or performance; SERCO will document whether a stay is necessary to protect the procurement and funding interests. This procedure is subject to any controlling H-GAC/Gulf Coast or grant protest requirement.

12. Proposed Contract Administration

- Each participating location may initiate orders against the awarded agreement, subject to the required central approval, purchase-order, funding, and budget controls.
- SERCO may establish separate accounts, ship-to locations, approval chains, purchase-order rules, and billing instructions by participating location.
- The vendor must provide the monthly usage reports required by Section 5 and any reasonably requested supporting detail by location, account, purchaser, product category, item, quantity, unit price, fees, credits, and total spend.
- Annual renewal review may consider service levels, fill rates, delivery performance, returns/credits, invoicing accuracy, complaints, price competitiveness, funding, and changing operational needs.
- SERCO may conduct periodic market checks or request supporting information to confirm continued price reasonableness.

Attachment A - Pricing Schedule

Historical Usage Reference. The item numbers, descriptions, and quantities in this schedule reflect SERCO historical purchases from July 15, 2026 through October 14, 2026. The historical information is provided only to show prior usage and to create a common basis for proposal evaluation. It does not require a vendor to offer the same brand or vendor item number, and it does not guarantee future quantities or expenditures.

Vendor Product and Availability Response. For each historical item, the vendor must state whether the item is available and identify the proposed product, item numbers, manufacturer or brand, complete description, package quantity, unit of measure, unit price, lead time, and whether it is exact or equivalent. An equivalent must meet the minimum functional, compatibility, quality, quantity, yield, and performance requirements stated in the final pricing workbook; material differences must be disclosed. Prices will be normalized to the required evaluation unit. A No Bid or omitted material line will not be scored as zero cost and may make the proposal nonresponsive or ineligible for that award category, as stated in the final workbook. SERCO will apply the same documented normalization and missing-line treatment to all proposals.

Vendors must complete the final Excel pricing workbook posted with this RFP without changing formulas, column structure, or required units. The workbook includes this Pricing Schedule, Attachment A-1 (Catalog), and Attachment C, Service Coverage and Fees. The final workbook will identify the required evaluation unit and minimum specifications for each line, including package size for paper and folders, compatible device and yield requirements for toner, and essential characteristics for equivalent products. Vendors are not limited to the Excel workbook and may submit additional supporting information, such as catalogs, price lists, product literature, or explanatory notes, with the proposal. The table below is a reference copy of the historical items and quantities; if it differs from the Excel workbook, the Excel workbook controls.

Line	Historical Item / Description	3-Month Historical Qty	Available? Yes/No	Vendor Item No.	Manufacturer / Brand	Manufacturer Item No.	Vendor Proposed Description	Package Qty / UOM	Exact or Equivalent	Unit Price	Lead Time / Notes
1	HAM162008 - PAPER,TDLMP,20#,92BR,8.5X11	102	Vendor to state						Exact / Equivalent		
2	HEWW1480X - CRTDG,LSR,HP 148X,BLACK	18	Vendor to state						Exact / Equivalent		
3	HEWCF289A - CRTDG,LSR,BK	19	Vendor to state						Exact / Equivalent		
4	HEWCF410AQ - CRTDG,HP410A,BK,CYN,MA,YW	4	Vendor to state						Exact / Equivalent		
5	HEWCF258A - CRTDG,LSR,HP 58A BL	17	Vendor to state						Exact / Equivalent		
6	REL13020 - PAPER,LTR,20#,92 BRIGHT	25	Vendor to state						Exact / Equivalent		
7	HEWCF411A - CRTDG,LSR,HP410A,CYAN,STD	7	Vendor to state						Exact / Equivalent		
8	HEWW2021A - CRTDG,LSR,HP 414A,CYN	6	Vendor to state						Exact / Equivalent		
9	HEWW2023A - CRTDG,LSR,HP 414A,MA	6	Vendor to state						Exact / Equivalent		
10	HEWCF401A - CRTDG,TONER,CYN,ORIG HP201A	5	Vendor to state						Exact / Equivalent		
11	HEWCF402A - CRTDG,TONER,YW,ORIG HP201A	5	Vendor to state						Exact / Equivalent		
12	HEWCF403A - CRTDG,TONER,MA,ORIG HP201A	5	Vendor to state						Exact / Equivalent		
13	HEWW2022A - CRTDG,LSR,HP 414A,YW	5	Vendor to state						Exact / Equivalent		

Line	Historical Item / Description	3-Month Historical Qty	Available? Yes/No	Vendor Item No.	Manufacturer / Brand	Manufacturer Item No.	Vendor Proposed Description	Package Qty / UOM	Exact or Equivalent	Unit Price	Lead Time / Notes
14	HEWCF400A - CRTDG,TONER,BK,ORIG HP201A	5	Vendor to state						Exact / Equivalent		
15	HEWCF413A - CRTDG,LSR,HP410A,MG,STD	3	Vendor to state						Exact / Equivalent		
16	ELI76224 - CRTDG,LSR,HP 26A,BLACK	3	Vendor to state						Exact / Equivalent		
17	HEWW2020A - CRTDG,LSR,HP 414A,BK	5	Vendor to state						Exact / Equivalent		
18	HEWCF410A - CRTDG,LSR,HP410A,BK,STD	3	Vendor to state						Exact / Equivalent		
19	HEWCF287A - CRTDG,LSR,HP87A,BK,STD	1	Vendor to state						Exact / Equivalent		
20	ELI76263 - CRTDG,LSR,HEWCF287A,BK	1	Vendor to state						Exact / Equivalent		
21	CNM5640C001 - TONER,CARTRIDGE 070 H,BK	1	Vendor to state						Exact / Equivalent		
22	ELI76317 - CRTDG,LSR,HP 414A,CYN	2	Vendor to state						Exact / Equivalent		
23	ELI76318 - CRTDG,LSR,HP 414A,YW	2	Vendor to state						Exact / Equivalent		
24	ELI76319 - CRTDG,LSR,HP 414A,MA	2	Vendor to state						Exact / Equivalent		
25	UNV10406 - FOLDER,CLASS,LGL,20BX,LBE	6	Vendor to state						Exact / Equivalent		
26	HEWCF501A - CRTDG,LSR,CN,HP202A	2	Vendor to state						Exact / Equivalent		
27	HEWCF502A - CRTDG,LSR,YW,HP202A	2	Vendor to state						Exact / Equivalent		
28	HEWCF503A - CRTDG,LSR,MA,HP202A	2	Vendor to state						Exact / Equivalent		
29	UNV10302 - FOLDER,CLASS,6SEC,LTR,EGN	4	Vendor to state						Exact / Equivalent		
30	ELI76316 - CRTDG,LSR,HP 414A,BK	2	Vendor to state						Exact / Equivalent		
31	HEWCF500A - CRTDG,LSR,BK,HP202A	2	Vendor to state						Exact / Equivalent		
32	ESMKM60048WH - FAN,20IN,BOX,WH	6	Vendor to state						Exact / Equivalent		
33	HEWCF412A - CRTDG,LSR,HP410A,YW,STD	1	Vendor to state						Exact / Equivalent		
34	PFX76520 - FOLDER,LGL,RECYCLED,100/BX	2	Vendor to state						Exact / Equivalent		
35	BRTTN430 - CRTDG,TNR,HL1250/MFC8600	2	Vendor to state						Exact / Equivalent		
36	LOG981000014 - HEADSET,PC,USB	3	Vendor to state						Exact / Equivalent		
37	RAC74186CT - SPRAY,DISINF,12.5OZ	1	Vendor to state						Exact / Equivalent		
38	BSN65780 - FOLDER,FILE,LTR,1/3,AST	4	Vendor to state						Exact / Equivalent		
39	STCHB31C2A2CB - USB HUB BLACK 4PORT USB C	1	Vendor to state						Exact / Equivalent		
40	BSN17525 - FOLDER,FILE,LTR,1/3,MLA,100	5	Vendor to state						Exact / Equivalent		

Line	Historical Item / Description	3-Month Historical Qty	Available? Yes/No	Vendor Item No.	Manufacturer / Brand	Manufacturer Item No.	Vendor Proposed Description	Package Qty / UOM	Exact or Equivalent	Unit Price	Lead Time / Notes
41	PGC54344 - PLUG,FBRZ,TRFL,LN&SKY,.87Z,3	3	Vendor to state						Exact / Equivalent		
42	QUA44562 - ENVELOPE,RSTRP,PLN,9X12,KFT	1	Vendor to state						Exact / Equivalent		
43	ADEXTREAMH5 - HEADSET,XTREAM	3	Vendor to state						Exact / Equivalent		
44	CLO15948CT - WIPES,DISINFECTING,LMN,75CT	2	Vendor to state						Exact / Equivalent		
45	MMM65424SSMIACP - NOTES,POST-IT,SPRSTCK,MIAMI	2	Vendor to state						Exact / Equivalent		
46	BSN63107 - PAD,JR LEGAL,5X8,50SH,CA	3	Vendor to state						Exact / Equivalent		
47	CLO01593CT - WIPES,DISINFECTNG,FRSH,35CT	1	Vendor to state						Exact / Equivalent		
48	RAYALC12PPJ - BATTERIES,PRO,ULTRA,C	2	Vendor to state						Exact / Equivalent		
49	OXF57513 - FOLDER,2-POCKET,LETTER,AST	2	Vendor to state						Exact / Equivalent		
50	ITA38648 - PEN,COUNTER,ANTIMCRB,24,BK	4	Vendor to state						Exact / Equivalent		
51	GJO26100 - TISSUE,FACIAL,2PLY,100SH,WE	1	Vendor to state						Exact / Equivalent		
52	BICGSM609AST - PEN,ROUND STK,1.0MM,AST,60	2	Vendor to state						Exact / Equivalent		
53	EVEEN92 - BATTERY,ALKA,INDUST,AAA,24	2	Vendor to state						Exact / Equivalent		
54	KCC03076 - TISSUE,FACIAL,KLEENEX	1	Vendor to state						Exact / Equivalent		
55	EVEEN91 - BATTERY,ALKA,INDUST,AA,24PK	2	Vendor to state						Exact / Equivalent		
56	BSN63108 - PAD,LEGAL,8.5X11.75,50SH,WE	1	Vendor to state						Exact / Equivalent		
57	BSN63109 - PAD,LEGAL,8.5X14,50SH,WE	1	Vendor to state						Exact / Equivalent		
58	REARR15045 - WIPE,CLEAN,SCRN,75,TUB	2	Vendor to state						Exact / Equivalent		
59	BSN16515 - FOLDER,FILE,HVYWGHT,LTR,MLA	1	Vendor to state						Exact / Equivalent		
60	BSN26741PK - BOOK,STENO,GREGG,70SH,GRN	2	Vendor to state						Exact / Equivalent		
61	BSN26740 - BOOK,STENO,GREGG,60SH,WE	6	Vendor to state						Exact / Equivalent		
62	BSN24305 - CLEANER,AIR DUSTER,10OZ	1	Vendor to state						Exact / Equivalent		
63	DURPC2400BKD - BATTERY,ALK,PROCELL,AAA	1	Vendor to state						Exact / Equivalent		
64	ITA30035 - PEN,GEL,RETRACT,0.7MM,BK	2	Vendor to state						Exact / Equivalent		
65	CLO30112 - WIPES,DISINFECTING,3 BT/PK	1	Vendor to state						Exact / Equivalent		
66	BICGSM609BK - PEN,ROUNDSTIC,BP,MD,BK,60PK	1	Vendor to state						Exact / Equivalent		

Line	Historical Item / Description	3-Month Historical Qty	Available? Yes/No	Vendor Item No.	Manufacturer / Brand	Manufacturer Item No.	Vendor Proposed Description	Package Qty / UOM	Exact or Equivalent	Unit Price	Lead Time / Notes
67	CLI92234 - BADGE,SS,HELLO/NAME,RD,100	1	Vendor to state						Exact / Equivalent		

Attachment A-1 - Additional Catalog and Product Availability

In addition to completing the historical-item pricing schedule, the vendor must describe the broader products available within the expressly competed categories by completing the Catalog tab of the Excel pricing workbook. The vendor must identify the catalog discount structure, verifiable reference price or catalog baseline, excluded manufacturers and categories, private-label or equivalent products, stock visibility, backorder procedures, substitution approval, special-order capability, and online product information. Vendors are not limited to the Excel workbook in responding to this attachment. Vendors may also submit their current product catalog, price list, or a working link to their online catalog for the competed categories, to help SERCO verify the reference price or catalog baseline. Submission of a catalog does not expand the scope of the award. An awarded catalog discount does not authorize purchases outside the competed scope, and SERCO may conduct market checks to confirm price reasonableness.

Attachment B - Vendor Cover Sheet

Legal business name

DBA name, if applicable

Physical address

Remittance address

Primary proposal contact

Telephone

Email

Website

Texas Comptroller/Vendor ID, if requested

Federal tax ID, submitted through approved secure method

HUB/VetHUB or other certification claimed

Authorized representative name and title

Authorized Certification: The undersigned certifies that the information submitted is accurate; the signer is authorized to bind the vendor; the proposal will remain valid for 120 calendar days after the proposal deadline; all exceptions are clearly identified; the vendor has independently prepared its proposal without collusion; and the vendor has disclosed actual, potential, or apparent conflicts of interest and organizational conflicts.

Authorized signature: _____

Printed name and title: _____

Date: _____

Attachment C - Service Coverage and Fees

Vendors must complete this attachment in the Excel pricing workbook posted with this RFP. For each participating location, state the standard delivery time, delivery fee, minimum order, and any limitations or notes. If terms are the same for every location, say so on each line. The table below is a reference copy of the required information; if it differs from the Excel workbook, the Excel workbook controls.

Workforce Solutions Site / Delivery Location	Standard Delivery Time	Delivery Fee	Minimum Order	Limitations / Notes
Acres Homes 6730 Antoine Dr, Houston, TX 77091				
Conroe 2218 IH 45 North, Conroe, TX 77301				
Cypress Station 70 FM 1960 West #A, Houston, TX 77090				
Humble 9668 FM 1960 Bypass Rd W, Humble, TX 77338				
Huntsville 291A Interstate 45 South STE A, Huntsville, TX 77340				
Liberty 2131 Hwy 146 Bypass, Liberty, TX 77575				
Northeast 11939 Eastex Freeway STE A, Houston, TX 77039				
Willowbrook 17725 Tomball Pkwy, Houston, TX 77064				

Attachment D - References

Reference 1

Organization: _____

Contact name/title: _____

Email/telephone: _____

Contract scope: _____

Contract period: _____

Approximate annual volume: _____

Reference 2

Organization: _____

Contact name/title: _____

Email/telephone: _____

Contract scope: _____

Contract period: _____

Approximate annual volume: _____

Reference 3

Organization: _____

Contact name/title: _____

Email/telephone: _____

Contract scope: _____

Contract period: _____

Approximate annual volume: _____

Attachment E - Required Certifications and Disclosures

Each proposer must complete, sign, and return the forms in this attachment with its proposal. Forms must be signed by an authorized representative of the proposer. A proposal that omits a required form may be determined nonresponsive in accordance with Section 7.

E-1 Conflict of Interest and Organizational Conflict Disclosure

- No manager, employee, or paid consultant of the proposer is a member of SERCO's governing board, an executive officer of SERCO, or an employee of SERCO.
- No manager or paid consultant of the proposer is married to a member of SERCO's governing board, an executive officer of SERCO, or an employee of SERCO.
- No member of SERCO's governing board, executive officer, or employee of SERCO owns or controls more than a 10 percent share in the proposer's organization.
- No spouse of a member of SERCO's governing board, executive officer, or employee of SERCO receives compensation from the proposer for lobbying activities as defined in Chapter 305 of the Texas Government Code.
- No employee, director, or agent of SERCO assisted in the preparation of this proposal, and the proposer has not helped prepare the specifications for this RFP in a way that gives it an unfair competitive advantage (organizational conflict of interest).
- The proposer has disclosed in its proposal every interest, fact, or circumstance that does or may present an actual, potential, or apparent conflict of interest or organizational conflict. If none, check here: ☐ None to disclose.
- If the proposer fails to abide by these statements, it will not be entitled to recover costs or expenses related to any resulting agreement with SERCO and must promptly refund any fees or expenses paid under the agreement.

Disclosure details, if any: _____
Proposer name: _____
Authorized signature: _____ **Date:** _____
Printed name and title: _____

E-2 Suspension/Debarment and Lobbying Certification

Suspension and debarment. The undersigned certifies that the proposer and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency.
- Have not, within the three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with a public (federal, state, or local) transaction or contract; violation of antitrust statutes; or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- Are not presently indicted or otherwise criminally or civilly charged by a government entity with any of the offenses listed above.
- Have not, within the three-year period preceding this proposal, had one or more public transactions terminated for cause or default.

If the proposer is unable to certify any of these statements, it must attach an explanation to its proposal.

Lobbying (required if applicable to the federal funding source). The undersigned certifies that no federal appropriated funds have been or will be paid, by or on behalf of the proposer, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the award, extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If any non-federal funds have been or will be paid for these purposes, the proposer will complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

The proposer will require that this language be included in the award documents for all subawards at all tiers, and that subrecipients certify and disclose accordingly.

These certifications are a material representation of fact on which SERCO will rely in making an award. SERCO will verify exclusion status before award and as otherwise required during the agreement.

Proposer name: _____
Authorized signature: _____ **Date:** _____
Printed name and title: _____

E-3 Proposed Contract Exceptions and 120-Day Proposal Validity

Proposal validity. The undersigned agrees that this proposal, including all pricing, will remain firm and valid for acceptance by SERCO for 120 calendar days after the proposal deadline. ☐ Yes ☐ No ☐ Other (explain):

_____

Exceptions. ☐ The proposer takes no exception to any RFP requirement or proposed contract term. ☐ The proposer takes the exceptions listed below. Identify the RFP section or contract term, the requested change, and the reason. Silence will be treated as acceptance for evaluation purposes, subject to contract negotiation.

1. _____
2. _____
3. _____

Proposer name: _____
Authorized signature: _____ **Date:** _____
Printed name and title: _____

E-4 Small/Diverse Business Status or Outreach Approach

Complete this form only if the proposer wants to be scored for the small, minority, women-owned, veteran-owned, and labor-surplus-area firm participation criterion in Section 8. Certification is not required to submit a proposal.

☐ The proposer is not claiming status or points under this criterion.

☐ The proposer claims the following status (check all that apply): ☐ Small business ☐ Minority-owned ☐ Women-owned ☐ Veteran-owned ☐ HUB/VetHUB ☐ Labor-surplus-area firm ☐ Other: _____

Evidence attached (for example, a copy of the notice of certification, or other documentation of ownership and status):

_____

☐ The proposer describes its good-faith outreach, utilization, or subcontracting approach to small and diverse businesses on an attached page.

Expired certifications, or certifications that do not meet the stated criteria, will not be considered for scoring.

Proposer name: _____
Authorized signature: _____ **Date:** _____
Printed name and title: _____

Attachment F - Proposal Submission Checklist

☐ Signed vendor cover sheet

☐ Executive summary

☐ Company qualifications

☐ Houston-area service coverage and delivery plan

☐ Ordering, reporting, invoicing, return, and customer-service response

☐ Completed Excel pricing workbook (Attachment A pricing schedule, Attachment A-1 catalog responses, and Attachment C service coverage and fees)

☐ Three references

☐ Proposed renewal pricing methodology

☐ Completed historical usage and vendor product availability schedule

☐ Description of user/site permissions and ordering controls

☐ Sample monthly usage report

☐ Description of central approval and hold-before-shipment capability

☐ Completed conflict-of-interest and organizational-conflict disclosure

☐ Suspension/debarment certification and required lobbying certification, if applicable

☐ Proposed contract exceptions and 120-day proposal-validity acknowledgment

☐ Evidence supporting claimed small/diverse business status or outreach approach, if scored