




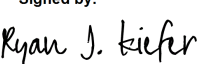
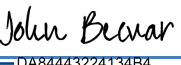

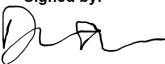
CSP 25-061AL (BP013) – ADDENDUM No.02 Kitchen Renovations ES

FOR

Fort Bend Independent School District
2023 Bond Program

To access the complete Addendum:

<https://fortbendisd.bonfirehub.com/portal/>

| | | |
|--------------|--|--------------------------|
| Reviewed By: | <div>Signed by:  F77F1A85ABE744F...</div> | 8/26/2025 7:42:12 PDT |
| | PROJECT MANAGER | |
| Reviewed By: | <div>Signed by:  1F973D1CC91A41D...</div> | 8/26/2025 10:54:50 CDT |
| | DESIGN MANAGER | |
| Reviewed By: | <div>Signed by:  DA84443224134B4...</div> | 8/26/2025 9:23:35 PDT |
| | DIRECTOR OF CONSTRUCTION | |
| Approved By: | <div>Signed by:  AABECACAE7E9453...</div> | 8/27/2025 2:58:03 PDT |
| | EXECUTIVE DIRECTOR, DESIGN & CONSTRUCTION | |
| Approved By: | <div>Signed by:  DF25AD47E416421</div> | 8/27/2025 3:34:15 PDT |
| | DIRECTOR, MATERIALS MANAGEMENT | |

ADDENDUM #2
August 25, 2025

FBISD - BP013
Kitchen Remodel ES

Fort Bend Independent School District



MWA Architects, Inc.
11767 Katy Freeway, Ste. 430
Houston, TX 77079



8.25.2025

Total of 27 (twenty-seven) 8 ½ x 11 pages including cover

To the Plans and Specifications for the FBISD BP013, Kitchen Renovation, this addendum forms a part of the Contract Documents and modifies said documents as follows:

I. GENERAL:

A. NOTICE - CHANGE OF SUBMISSION DEADLINE:

- a. On p. 12 of the specifications, under The FBISD Title Page for the Competitive Sealed Proposal For BP013 Kitchen Renovations ES CSP 25-061 AL, See page 6 of 10 for the chart titled "Timeline".
 - i. **Change the Bid Opening DATE to: 09/04/25**, time remains the same for Item 5b, 5c and 5d.
- b. Chart: See Following page.

B. A Pre-Proposal meeting was held electronically on 8/14/25. Attachments to the pre-bid meeting minutes include the Pre-Proposal Meeting Attendance report for 25-061AL BP013 Kitchen Renovations ES. This document is issued as part of this addendum – (1) p.

C. Site visits were held over two days: 8/15/25 and 8/18/25. The Attachments to these-pre-bid walk-throughs include sign in sheets taken on those days. These sheets are attached and issued as part of this addendum – (3)pp.

II. MANUFACTURER/PRODUCTS APPROVED AS EQUALS:

A. None

III. SPECIFICATIONS: The following Specifications are issued as part of this addendum.

- A. Section 00 31 13 CONSTRUCTION SCHEDULE (1) p.
- B. Section 01 29 73 SCHEDULE OF VALUES (2) pp
- C. Section 01 31 20 SMALL BUSINESS ENTERPRISE PROCEDURE (14) pp.
- D. Section 01 31 10.01 SUBCONTRACTOR-SUBCONSULTANT UTILIZATION REPORT; (3) pp.

IV. DRAWINGS

A. None

V. QUESTIONS:

A. No answers at this time.

End of Addendum

TIME TABLE:

FBISD anticipates following the time table listed below for this proposal: **The time table is only an estimate and actual dates may vary.**

| Item | Activity | Date |
|------|---|-----------|
| 1. | Job starts to advertise (1 st run) | 7/31/2025 |
| 2. | Job advertises (2 nd run) | 8/7/2025 |
| 3. | Pre-Proposal Conference 2:00 p.m. (CST) | 8/14/2025 |
| 4. | Pre-Proposal Walk 1:00 p.m. (CST) | 8/15/2025 |
| 5 | Pre-Proposal Walk 10:00 a.m. (CST) | 8/18/2025 |
| 5a. | Final Questions Due 10:00 a.m. (CST) | 8/20/2025 |
| 5b. | Proposal Package “A” Due 2:00 PM (CST) Base Bid and all documents, except Alternates and SBE documents Click or tap here to enter text. | 9/4/2025 |
| 5c. | Proposal Package “B” Due 3:00 PM (CST) Alternates only | 9/4/2025 |
| 5d. | Proposal Package “C” Due 3:00 PM (CST) SBE documents only | 9/4/2025 |
| 6. | Presentation to Board of Trustees for contract award (Tentative, subject to change) | 11/2025 |
| 7. | Tabulations and awards posted to https://fortbendis.bonfirehub.com/portal/?tab=pastOpportunities | 11/2025 |
| 8. | Substantial Completion of the Work | 8/1/2027 |

SUBMISSION DEADLINE:

Fort Bend ISD will accept proposals submitted electronically through Bonfire e-bidding portal until **Thursday, September 4, 2025, at 2:00 pm (CST)**. <https://fortbendis.bonfirehub.com>.

Proposals must be uploaded and finalized prior to the closing date and time. Proposals received after the opening will not be accepted. Public bid opening will be conducted via Teams on **Thursday, September 4, 2025, at 3:00 pm (CST)**. (Click this link to join the meeting): [Join the meeting now](#).

It is recommended that once you have completed your final submission and received a notice status of “Submission Complete” from Bonfire, you access your account again and review the documents to verify that the correct content has been provided.

Once the close date has passed, you will be unable to submit an opportunity or make changes to any of the submitted documents. **HARD-COPY PAPER FAXED OR E-MAILED SUBMISSIONS WILL NOT BE ACCEPTED.** Only responses properly submitted to FBISD Bonfire Purchasing Portal will be considered.

Pre-Proposal Meeting Attendance report for 25-061AL BP013 Kitchen Renovations ES

| <u>Name</u> | <u>Company Name</u> | <u>Email</u> | <u>Phone</u> |
|--------------------------------|------------------------------|--|-------------------------------|
| Lewis, Antoinette (Toni) | FBISD | Antoinette.Lewis1@fortbendisd.gov | 281- 634-1838 |
| Boleware, Jeanette | FBISD | Jeanette.Boleware@fortbendisd.gov | |
| Booker, Kathleen | FBISD | Kathleen.Booker@fortbendisd.gov | |
| Lane, Nancy | FBISD | Nancy.Lane@fortbendisd.gov | |
| cn_Prachi.Khanna | FBISD | cn_prachi.khanna@fortbendisd.gov | |
| cn_Prachi.Khanna | FBISD | cn_prachi.khanna@fortbendisd.gov | |
| Sean Murphy | MWA architects | smurphy@mwaarch.com | 832-473-1513 |
| Noe Almaguer | MWA architects | nalmaguer@mwaarch.com | 713-482-2338 |
| Josh Haworth | ICI Construction | joshhaworth@iciconstructioninc.com | |
| Brandon Watson | DivisionOne Construction | bwatson@d1construction.com | |
| Angel Ortega | IDR Demolition | | |
| Frankie Pannell | | Frankie.Pannell@combs-group.com | |
| Brandon Modisette (Unverified) | | | |
| Mark Calvo | COMBS Consulting Group | Mark.Calvo@combs-group.com | 832-859-2559 |
| Robert Snoddy | | roberts@missionrs.com | |
| Bass Meeting | | meeting@bassconstruction.com | 281-342-2022 |
| Tessa Montes | Millennium Project Solutions | estimating@mps-team.com | 281-328-2200 |
| Matt Tatum | Bass Construction | Matt.Tatum@bassconstruction.com | 281-762-6405 |
| Jason Bibbs | | Jason.Bibbs@combs-group.com | |
| Tyler Herring | Stanton Engineering Group | tyler@stanton-eng.com | 713.300.9292 |
| Duane Mikkelson | FDP | dmikkelson@fdp.org | 281.350-2323 |
| C. J. St. Junious | GDE/ Hemisphere Construction | hemisphereconstructionllc@gmail.com | 832- 427-2404 or 281-415-8360 |
| Brandon Modisette | NJAC Construction | Bmodisette@njacco.com | |
| Gerardo Hernandez | Prime Contractors, Inc. | gbernandez@primecontractorsinc.com | |
| Michael Stanton | Stanton Engineering Group | michael@stanton-eng.com | |
| Austin Chamberlain | | Austin.Chamberlain@tncg.com | |

DESIGN & CONSTRUCTION

Date: Friday, August 15, 2025

Project Name: Kitchen Renovations ES

Project #: BP013

Pre-Bid Site Walk #1: Hunters ES, Palmer ES, Austin Parkway ES, Settlers Way, Highlands, Sugarmill ES, and Pecan Grove ES

SIGN-IN SHEET

| | Name | Title | Company Name | Department |
|----|------------------|-------------------------|---------------------------|-------------|
| 1 | Antoinette Lewis | Sr. Buyer | FBI SD | Purchasing |
| 2 | Austin Chaharoli | Technology/Construction | TNCG | Low Voltage |
| 3 | Jason Novak | Const. Super | Bass | GC |
| 4 | JAY DURIGTT | VT | BASS | CONTRACTOR |
| 5 | Angel Ortega | Estimator | IDR Demolition | Contractor |
| 6 | PJ Parish | PM | IDR Demolition | Contractor |
| 7 | Michael Pottelso | Electrician | Seam's Consulting Service | CONTRACTOR |
| 8 | James HANDE | ELECTRICIAN | HANDE ELECTRIC | CONTRACTOR |
| 9 | Robert Snoddy | Project Estimator | Mission Restaurant Supply | Contractor |
| 10 | DANIEL KILSON | PROJ. MANAGER | FDP | |
| 11 | Edwin Villanar | Project Manager | Compass Service | |
| 12 | Jose R. Reyes | Project Manager | Compass Services | Contractor |
| 13 | Jason P. B. | CE | Combs | Tech |
| 14 | Franklin Pannell | CA | COMBS | Tech |
| 15 | KRIS HANEY | FOUNDER | LEGIT WORKS | |
| 16 | ANDREW | SALES/DESIGNER | LEGIT WORKS | |
| 17 | ADAM DUNING | IT OPERATIONS | LEGIT WORKS | |
| 18 | LUIS ALPIZAR | SUPERINTENDENT | FDCO | H-VAC |
| | DAVID MATH | ESTIMATING | FDCO | H-VAC |

| | Name | Title | Company Name | Department |
|----|-------------------|------------------|-------------------------------|------------------------------------|
| 19 | CJ ST. JONIOUS | SALES | GDE / HEMISPHERE CONSTRUCTION | BP 13 KITCHEN |
| 20 | DONIG LUPON | REFRIGERATION GM | MACHINERY CO. | KITCHEN / WALK IN COOLER / FREEZER |
| 21 | ETHAN ERNIE | TECH | True North | ↓ |
| 22 | PHILLIP CAND | ESTIMATOR | PRIME CONTRACTORS | " |
| 23 | WEN GRONOVICH | PM | NSAC CONSTRUCTION | |
| 24 | JONATHAN MODISTHA | PM | NSAC CONSTRUCTION | |
| 25 | NANCY LANE | SR PM | FBISD | Design & Construction |
| 26 | SEAN MURPHY | SR. PM / ARCH | MUDA ARCH | ARCHITECTURE |
| 27 | | | | |
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DESIGN & CONSTRUCTION

Date: Monday, August 18, 2025

Project Name: Kitchen Renovations ES

Project #: BP013

Pre-Bid Site Walk #2: Cornerstone ES, Commonwealth ES, Sullivan ES, Sienna Crossing ES, Heritage Rose ES

SIGN-IN SHEET

| | Name | Title | Company Name | Department | |
|----|------------------|-----------|----------------------|--------------------|--|
| 1 | Nancy Lane | SR PM | FBISD | Design + Construct | |
| 2 | C.J. St. Junious | SALES | GPE/HEMISPHERE CONS. | KITCHEN RENO | |
| 3 | Angel Ortega | Estimator | IDR Demolition | Kitchen RENO | |
| 4 | Jason Novak | Super | Bass Const. | Kitchen RENO | |
| 5 | Nick Cgranovich | PM | NSAC Const | Kitchen RENO | |
| 6 | Ryland Parker | Estimator | Prime | Kitch. RENO | |
| 7 | CHARL LYNE | SUPER | E-CONTRACTORS | " | |
| 8 | Cathleen Zuparko | Estimator | Alliance P | Kitchen RENO | |
| 9 | DAVID MATA | PRE-CON | EDCO | KITCHEN RENO | |
| 10 | Andrew Mossman | Sales | Legit Works LLC | Kitchen RENO | |
| 11 | M. SEAN MURPHY | RA, RID | MWA ARCHITECTS | | |
| 12 | JAMES HANDY | Estimator | Sean Consulting | Kitchen | |
| 13 | Deet Blackwell | pre-con | Edio | Kitchen | |
| 14 | Antoinette Lewis | SA Buyer | Purchasing | Kitchen | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |

| BP013 Kitchen Renovations ES | | | | | | | | | | Preliminary Construction Schedule | |
|------------------------------|-----------|--|----------|-------------|-------------|--------------|---------------|------------|--------------|-----------------------------------|---|
| ID | Task Mode | Task Name | Duration | Start | Finish | Actual Start | Actual Finish | % Complete | Predecessors | Successors | |
| 0 | | BP013 Kitchen Renovations Construction | 849 days | Wed 5/1/24 | Fri 7/30/27 | NA | NA | 0% | | | |
| 1 | | | 410 days | Fri 7/30/27 | NA | NA | NA | NA | 0% | | |
| 2 | | NTP to GC | 1 day | Mon 1/5/26 | Mon 1/5/26 | NA | NA | 0% | | 5,3 | |
| 3 | | Construction | 409 days | Tue 1/6/26 | Fri 7/30/27 | NA | NA | 0% | 2 | | |
| 4 | | | 149 days | Tue 1/6/26 | Fri 7/31/26 | NA | NA | NA | 0% | | 9 |
| 5 | | Austin Parkway ES and Sugar Mill ES (plus Commonwealth ES, plus Cornerstone ES) | 50 days | Tue 1/6/26 | Mon 3/16/26 | NA | NA | 0% | 2 | 6FS-17 days | |
| 6 | | | 5 days | Tue 2/10/26 | Mon 2/16/26 | NA | NA | 0% | 5FS-17 days | 7 | |
| 7 | | | 119 days | Tue 2/17/26 | Fri 7/31/26 | NA | NA | 0% | 6 | 8FF | |
| 8 | | | 1 day | Fri 7/31/26 | Fri 7/31/26 | NA | NA | 0% | 7FF | | |
| 9 | | Settlers Way ES and Palmer ES (Plus Sullivan ES and Heritage Rose ES) | 111 days | Mon 8/3/26 | Mon 1/4/27 | NA | NA | 0% | 4 | 14 | |
| 10 | | Mobilization | 1 day | Mon 8/3/26 | Mon 8/3/26 | NA | NA | 0% | | | |
| 11 | | Temporary Serving Lines | 5 days | Mon 8/3/26 | Fri 8/7/26 | NA | NA | 0% | | 12 | |
| 12 | | Construction Activities | 106 days | Mon 8/10/26 | Mon 1/4/27 | NA | NA | 0% | 11 | 13FF | |
| 13 | | Substantial Completion | 1 day | Mon 1/4/27 | Mon 1/4/27 | NA | NA | 0% | 12FF | | |
| 14 | | Hunters Glen ES, Pecan Grove ES, and Highlands ES (Plus Sienna Crossing, Dulles ES, Multit Campus: Cameras Over Serving Lines) | 149 days | Tue 1/5/27 | Fri 7/30/27 | NA | NA | 0% | 9 | | |
| 15 | | Mobilization | 1 day | Tue 1/5/27 | Tue 1/5/27 | NA | NA | 0% | | 16SS | |
| 16 | | Temporary Serving Lines | 5 days | Tue 1/5/27 | Mon 1/11/27 | NA | NA | 0% | 15SS | 17 | |
| 17 | | Construction Activities | 144 days | Tue 1/12/27 | Fri 7/30/27 | NA | NA | 0% | 16 | 18FF | |
| 18 | | Substantial Completion | 1 day | Fri 7/30/27 | Fri 7/30/27 | NA | NA | 0% | 17FF | | |
| 19 | | Post-Construction | 40 days | Wed 5/1/24 | Tue 6/25/24 | NA | NA | 0% | | | |

DIVISION 1 – GENERAL REQUIREMENTS

Section 01 29 73 Schedule of Values

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Provisions established within the General, Supplementary and Other Conditions of the Contract, Division 01 – General Requirements, and the Drawings are collectively applicable to this Section.

1.2 REQUIREMENTS INCLUDED

- A. Procedures for preparation and submittal of Schedule of Values (SOV).

1.3 RELATED SECTIONS/DOCUMENTS

- A. General Conditions.
- B. Section 01 29 00 – Payment Procedures.

1.4 FORMAT

- A. Print SOV on AIA Documents G703 – Continuation Sheet for Application and Certificate for Payment.
- B. Follow Table of Contents of Project Manual for listing components parts. Identify each line item by number and title of major Specifications Section.

1.5 CONTENT

- A. Using the current Master Format™ Edition, in CSI format, each school shall have a separate SOV for Renovation Work and for Addition Work, as applicable.
- B. In CSI format, list installed value of each major item of Work to serve as a basis for computing values for Progress Payments. Round off values to nearest dollar. All values should be taken to the Dollar.
- C. List Owner Controlled Contingency Allowance and other allowances with the specified monetary amount for each allowance in separate divisions.
- D. Contractor to use separate lines for bonds, insurance, temporary facilities and controls, superintendents, mobilization, and demobilization. Each item shall include prorated portion of overhead and profit.
- E. Provide line item for safety on the SOV.
- F. Provide line item for closeout on the SOV.
- G. The sum of the values listed shall equal total Contract Sum.

1.6 SUBMITTAL

- A. GC prepares and submits a SOV timely prior to the submittal of the first pay application and that the A/E and PMT reviews and responds prior to the approval of the first pay application.
- B. Upon resolution of issues, the PM is responsible for providing a letter accepting the SOV.
- C. Payment against the approved SOV is based on earned value which is derived from the status of the construction as observed by the A/E and PM.
- D. Submit a copy via Kahua transmittal of the SOV within ten (10) days of award of contract and prior to Pre-Construction Meeting or first pay application.
- E. Identify Project by title and number.

DIVISION 1 – GENERAL REQUIREMENTS

Section 01 29 73 Schedule of Values

-
- F. Secure the A/E and owner's representative (PM) approval of the SOV prior to submitting the first Pay Application.
 - G. The activities on the SOV are to reflect construction by area or phase.
 - H. Breakdown all costs into equipment, materials, and labor.
- 1.7 SUBSTANTIATING DATA**
- A. When the A/E or the PM requires substantiating information, submit data justifying line item amounts in question.
 - B. Provide one (1) copy of data with cover letter for each copy of Pay Application. Show Pay Application number and date and line item by number and description.

PART 2 PRODUCTS (Not Applicable)

PART 3 PART 3 – EXECUTION (Not Applicable)

End of Section – 01 29 73



Fort Bend Independent School District

Small Business Enterprise Program Procedures
Spring 2023



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I. SUMMARY OF FORT BEND INDEPENDENT SCHOOL DISTRICT'S SMALL BUSINESS ENTERPRISE PROGRAM

Fort Bend Independent School District's Small Business Enterprise Program ("SBEP" or the "Program") was created to provide increased business opportunities for locally certified small businesses to participate in contracting and procurement at Fort Bend Independent School District (FBISD).

Shown below are the key features of the Program.

- The SBEP is a goal-oriented program, requiring contractors to whom FBISD awards prime contracts for design services or construction services to use "Good Faith Efforts" to utilize certified small businesses.
- The Program applies only to SBEP Eligible contracts, defined as all contracts for architectural design services, engineering design services or construction services valued at \$50,000 or greater, except contracts for sole-source items, federally funded contracts, contracts with other governmental entities, and those contracts that are otherwise prohibited by applicable law or expressly exempted by FBISD. The SBEP shall not apply to contracts for goods and non-construction services.
- The SBEP is a race and gender-neutral program.
- FBISD has set an annual SBEP participation goal of twenty-five (25%) percent of the dollar amount of all SBEP-Eligible contracts. FBISD recognizes that individual actual participation may vary based on subcontracting opportunities, availability of small businesses, and price competitiveness. The participation goal may change from year to year based on all relevant factors considered.
- To participate, small businesses must be certified by an agency or organization whose certification is recognized by FBISD. Certification is based on the firm's gross revenues or number of employees averaged over the past five years, inclusive of any affiliates as defined by 13 C.F.R. § 121.103, does not exceed the size standards as defined pursuant to Section 3 of the Small Business Act and 13 C.F.R. § 121.201.
- The U.S. Small Business Administration-SBA.gov website [Qualifying as a Small Business](#).

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The Small Business Enterprise Program provides benefits to the small business including:

- Providing assistance to small businesses, by providing information and support.
- Assisting small businesses by offering training and information regarding insurance and surety bonding.
- Requiring prospective vendors to provide written assurance of small business participation in their proposals for SBEP Eligible contracts.
- Providing workshops on issues frequently encountered by small businesses during the proposal process and generally while performing work at FBISD.
- Maintaining an updated small business directory and source list(s) to help identify qualified and available small businesses; providing information on the FBISD website about opportunities to do business with FBISD.
- Providing information on the FBISD website about SBEP Eligible procurements.

II. OPERATIONAL PROCEDURES

The procedures herein are established to govern the program components of the SBEP, including, without limitation, program compliance, certification, specific implementation measures, small business status verification, and reporting of small business participation.

A. SCOPE

These procedures apply to all FBISD Departments, architectural/engineering firms, and general contractors performing work on SBEP Eligible contracts, and all certified Small Business Enterprises. These procedures apply to those SBEP-Eligible contracts as defined herein.

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B. OVERALL ANNUAL SBEP GOAL

1. An overall annual goal for small business participation in architectural design services, engineering design services, and construction services at FBISD is set at twenty-five (25%) percent of the dollar amount of all SBEP-Eligible contracts.

FBISD staff shall provide updates/reports, when needed, to the FBISD Board of Trustees calculating small business utilization.

2. An SBEP-Eligible contract may otherwise be exempt from a small business goal if it is determined that one or more of the following is present:
 - a. A public or administrative emergency exists that requires the goods or services to be provided with unusual immediacy; or
 - b. The goods or services requested are of such a specialized, technical, or unique nature as to require FBISD to be able to select its contractor without application of small business provisions; or
 - c. The application of small business provisions would impose an unwarranted economic burden or risk on FBISD, would unduly delay acquisition of the labor, goods or services, or would otherwise not be in the best interest of FBISD; or
 - d. The possible small business participation level based on small business availability would produce negligible or no small business participation.

All SBEP exemptions must be approved by an authorized FBISD representative.

C. PROGRAM ACTIVITIES AND RESPONSIBILITIES

In an effort to maximize the Program's activities, the following procedures are in place to maximize opportunities for small business participation:

1. FBISD has designated the Small Business Enterprise Program Coordinator to implement the District's structured small business program under the direction of the FBISD Design and Construction Department.
2. FBISD may designate staff members to act as advisors and to work directly with small businesses and contractors to provide information, assistance, and support. FBISD's Small Business Enterprise Program Coordinator and/or staff will undertake various tasks to make the Program workable, including the following:
 - Coordinate workshops and/or training sessions for small businesses on challenges frequently encountered by small businesses during the proposal process and generally when performing work for FBISD;



- In coordination with the Purchasing Department, provide specifications and requests for proposals to the small business community in a timely manner, to allow small businesses adequate opportunity to develop responsible and responsive quotations and proposals;
- Enhance the FBISD database to identify SBEP-Certified Small Businesses and assist Contractors in identifying SBEP-Certified Small Businesses with which to subcontract;
- Participate in pre-proposal seminars, when needed, to explain small business requirements, including explanation of the forms that must be submitted with a proposal;
- Coordinate outreach activities for small businesses to ensure access and opportunity to compete;
- Conduct internal information sessions to inform and acquaint FBISD staff with the goals and objectives of the SBEP and to sensitize them to the problems of small businesses;
- Maintain lists of SBEP-Certified Small Businesses and coordinate with listings from other agencies, e.g., Port of Houston Authority SBE Certification, Metropolitan Transit Authority of Harris County (METRO) SBE Certification, and City of Houston SBE Certification. These lists will be offered to contractors and FBISD staff to assist in program implementation;
- Maintain records showing specific efforts to identify and award Contracts to small businesses and establish a monitoring system to ensure that all Contractors, Subcontractors, consultants, and vendors comply with Contract specifications related to small business enterprise utilization;
- Maintain and update the FBISD website on the SBEP proposals and on other opportunities to do business with FBISD; and
- In coordination with the Purchasing Department, inform small businesses of proposal notices and specifications related to their capabilities by placing proposal notices in the appropriate trade bulletins, local newspapers, and other periodicals and informing local trade associations, technical assistance agencies, economic development groups, and small businesses with capabilities relevant to the proposal.

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3. FBISD shall update the website to assist small businesses and Contractors. The website will contain the following:
 - Procedures outlining specific steps regarding how to submit a proposal;
 - Prerequisites for submitting proposals on contracts;
 - Information regarding how plans and specifications can be obtained;
 - Names of persons to contact concerning questions on proposal documents; and
 - Names of Procurement officers and office hours
4. FBISD will maintain and have available an updated small business directory and source list(s) per proposal solicitation to facilitate identifying small businesses with capabilities relevant to general contracting requirements and to particular solicitations. FBISD will make the directory and source list(s) available to contractors to assist their efforts to meet the small business requirements.

D. PURCHASING METHODS

Purchasing methods used by FBISD for construction services may include Competitive Sealed Proposals, Design-Build, Construction Manager-at-Risk, Construction-Manager-Agent and Job Order Contracting. In deciding which purchasing method to utilize, FBISD will determine which purchasing method provides the best value to FBISD, in accordance with the law and Board Policy.

Offeror's who tender a Statement of Qualifications response are required to provide evidence of their intent and ability to fulfill the goals of the Small Business Enterprise Program.

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, NO CONTRACTOR OR ANY OTHER PERSON OR FIRM IS INTENDED TO OR SHALL DERIVE ANY LEGAL OR EQUITABLE RIGHTS, DIRECTLY OR AS A THIRD PARTY BENEFICIARY, FROM FBISD'S SBEP. NOTHING IN THE SBEP SHOULD BE CONSTRUED TO GIVE A CONTRACTOR OR SUBCONTRACTOR A PROPERTY INTEREST IN A BID, PROPOSAL OR CONTRACT PRIOR TO THE FBISD BOARD OF TRUSTEES' AWARD OF THE CONTRACT AND COMPLIANCE WITH ALL STATUTORY AND OTHER LEGAL REQUIREMENTS.

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E. CERTIFICATION PROCEDURES

Fort Bend Independent School District's SBEP requires prior certification of a small business in order to count the participation of that small business toward program goals.

1. Eligibility Requirements for Certification

To be eligible for certification as a small business, each applicant must do the following:

- Demonstrate that the firm's gross revenues or number of employees averaged over the past five years, inclusive of any affiliates as defined by 13 C.F.R. § 121.103, does not exceed the size standards as defined pursuant to Section 3 of the Small Business Act and 13 C.F.R. § 121.201;
- Complete an SBEP application form for one of the FBISD approved certifying agencies.
- Obtain certification from one of the FBISD recognized certifying agencies.

2 Certification Process

- a. To be eligible to participate in the SBEP, a small business must have certification of its small business status. Certifications may be obtained from public and private agencies that certify small businesses. FBISD does not represent that any particular agency employs the same definition of "small business" as that used by FBISD. It is the responsibility of the applicant to choose an agency for certification that uses FBISD's definitional criteria for small business.

FBISD recognizes certification by the following agencies:

Port of Houston Authority SBE Certification;

Metropolitan Transit Authority of Harris County (METRO) SBE Certification;

City of Houston SBE Certification; and

Small Business Administration—SBA 8a (if authorized by the District for a procurement)

FBISD has the right to revoke acceptance of a business as a certified or qualifying small business and to conduct certification reviews in accordance with these Procedures. If a small business experiences any change in its certification status with its certifying agency (i.e. amendments, decertification, termination, graduation), the small business shall immediately notify FBISD of such change.

When an SBE certificate expires, a notification will be generated and submitted to the business. The business should obtain recertification through one of the certifying agencies accepted by FBISD, and forward the recertification certificate to the FBISD Small Business office within 10 business days.



3. Recertification Requirement

A small business application is valid through the certification date provided by the certifying agency. To reapply, a business must submit a renewal application and evidence of continuing eligibility and certification to the FBISD certifying agency.

4. Revocation

FBISD may revoke a previously approved application if it determines that the business does not meet the definition of a small business, or if the business fails to provide requested information in connection with an application review conducted by FBISD. A business may be disqualified from participation in the SBEP if the business fails to provide evidence of certification to FBISD. FBISD may also revoke a previously approved application if it determines that the small business is operating as a pass-through business or a non-small business affiliate. If a question arises regarding certification, FBISD will continue to count the previously certified small business as a SBEP Certified Small Business until the business's small business certification expires or is officially revoked.

5. Certification Reviews

FBISD may conduct random certification reviews of certified businesses by auditing them to verify that the information submitted by the business is accurate and that the business remains eligible after certification has been granted. An application approval is subject to revocation if it is determined that a business does not qualify as a SBEP Certified Small Business under the terms of this Program. Certification reviews maybe conducted for any business that FBISD determines a certification review is warranted.

6. Limitations

Notwithstanding any other provision of this Program, except upon a finding of good cause by FBISD, a firm shall be eligible to participate in the program until it can no longer qualify for reasons of growth or change in status.

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F. PROCEDURES FOR DETERMINING SATISFACTION OF GOOD FAITH EFFORTS REQUIREMENT

1. Each bidder, proposer, or respondent (hereinafter collectively referred to as "Proposer") must acknowledge FBISD's Non-Discrimination and Harassment Policy, which will be published in all solicitation documents. Said acknowledgment must include a statement evidencing the Proposer's awareness of FBISD's policy of nondiscrimination and affirmatively state that the Proposer has not and will not discriminate against any person or company on the basis of age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status in its participation in any aspect of the SBEP.
2. The Proposer must submit a Contractor's Small Business Plan (the "Plan") setting out how the SBEP goal for the proposed project is to be met. The Plan is to be submitted with the proposal response or within a period designated within the solicitation document, or upon notification of finalist or successful Proposer status. The Plan should be a simple, short statement of small business participation in the SBEP Eligible Contract. The Plan must include a list of SBEP Certified Small Businesses proposed as Subcontractors and suppliers. All small businesses listed must be approved as SBEP Certified Small Businesses by FBISD.

The Plan must also include an SBE Participation Report for all listed small businesses, including the name of each small business, description of the scope of work to be performed, and the dollar value and percentage amount for each small business Contract.

Agreements between a Proposer and a small business in which the small business promises not to provide subcontracting quotations to other Proposers shall be prohibited.

3. The Proposer shall adhere to the Plan submitted unless a waiver is received from the Small Business Enterprise Program Coordinator or FBISD authorized representative.
4. If the Proposer is unable to meet the SBEP goal, the Proposer must submit documentation of Good Faith Efforts to meet the small business participation goal. Such documentation shall be presented to the Small Business Enterprise Program Coordinator for review.
5. FBISD may consider future procurements, if a contractor failed to make Good Faith Efforts to meet the contract small business participation goal.



G. PROCEDURES FOR EVALUATING SMALL BUSINESS PARTICIPATION

Prior to any consideration of a bid or proposal for contract award, FBISD staff shall review submitted bids and proposals for verification of SBEP participation.

The staff evaluation process may utilize a point system based on evaluation criteria set forth in the procurement methods. A designated number of points will be set aside for small business participation, if applicable. Proposers may receive none, some, or all of the designated small business participation points, based on the Proposer's plan to satisfy small business participation goals. If, in the opinion of FBISD staff, the Proposer's response completely meets the stated small business participation goals, the total amount of eligible points will be awarded for small business participation.

The following is a sample point distribution sliding scale to be included in solicitation documents. FBISD reserves the right to adjust the sliding scale values published in a given solicitation, as deemed in the best interest of FBISD for that particular solicitation.

| Proposed SBE Subcontracting Goal | Available Points |
|----------------------------------|------------------|
| Less than 5% | 0 |
| 5% - 9% | 1 |
| 10% - 14% | 2 |
| 15% - 19% | 3 |
| 20% - 24% | 4 |
| 25% or more | 5 |

Points shall be awarded in accordance with the Proposer's response based on the architectural firm, engineering firm, or general contractor's commitment to small business subcontracting stated in the solicitation document and the point distribution sliding scale.

If the Proposer itself is a Certified Small Business who plans to self-perform work, the value of such self-performed work shall be included in calculating the eligible points for small business participation to the Certified Small Business Proposer, in addition to the value of work subcontracted to another small business.

If the Proposer itself is not a Certified Small Business, but has joint-ventured with another Certified Small Business, only the value of work to be self-performed by the Certified Small Business architectural firm, engineering firm, or general contractor will be included in calculating the eligible points for small business participation to the Small Business Proposer/joint venture, in addition to the value of work subcontracted to another small business.



H. PROCEDURES FOR REPORTING SMALL BUSINESS PARTICIPATION

1. Once the contract is awarded, the following guidelines should be utilized to report small business participation in the awarded contract, as the measure of its progress in meeting SBEP goals:
 - a. If the small business is a subcontractor, FBISD will count toward applicable small business goals the portion of the total dollar value of a contract that is subcontracted to the small business.
 - b. If the small business subcontractor is a part of a joint venture, FBISD will count toward applicable small business goals a portion of the total dollar value of a contract with an SBEP-eligible joint venture equal to the percentage of the ownership of the small business partner in the joint venture, or the participation of the small business partner in the contract.
 - c. If the solicitation contemplates the use of small business subcontractors and a small business is the prime contractor, FBISD may require the prime contractor small business to utilize other small businesses as subcontractors, and count toward applicable small business goals as provided below.
 - d. If the solicitation contemplates the use of small business subcontractors and a small business is the firm or general contractor, FBISD will count small business participation in two separate ways as follows:
 - i. FBISD will count the total dollar value of the contract awarded to the SBEP eligible firm or general contractor toward applicable small business goals if the firm or general contractor small business performs 100% of the work itself or subcontracts with other SBEP Certified Small Businesses to complete 100% of the work. However, if the firm or general contractor small business utilizes a non-small business subcontractor, FBISD will count the total dollar value of the awarded contract to the firm or general contractor small business, minus the dollar amount subcontracted to non-small businesses. FBISD will count toward applicable small business goals contract awards where good or services are procured from a small business in the form of a prime contractor and without additional small business subcontracting.
 - i. FBISD will count toward applicable small business goals only expenditures to small businesses that perform a commercially acceptable function in the work of a contract. FBISD will count toward the applicable small business goals only expenditures to SBEP Certified firm or general contractors or SBEP Certified first-tier subcontractors. Expenditures to subcontractors below the first-tier subcontract level will not be counted toward an applicable small business goal.



- e. FBISD will count toward applicable small business goals contract expenditures for materials and supplies obtained from small business distributors and small business manufacturers, provided that these businesses assume the actual and contractual responsibility for the provision of the materials and supplies, and are a first-tier subcontractor/supplier.
- f. FBISD will count toward applicable small business goals the following expenditures to small business firms that are not manufacturers or distributors:
 - i. The fees or commissions charged for providing a bona fide service, such as professional, technical, consultant, or managerial services, and assistance in the procurement of essential personnel, facilities, equipment, materials, or supplies required for performance of the contract, provided that the fee or commission is determined by FBISD to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - ii. The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer of, or a regular dealer in, the materials and supplies, provided that the fee is determined by FBISD to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - iii. The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the contract, if the fee or commission is determined by FBISD to be reasonable and not excessive as compared with fees customarily allowed for similar services. SBEP Certified Small Business subcontractors, and shall assure that all such contracts contain the terms set out in all required SBEP provisions.
- 2. Prior to award, the firm or general contractor shall designate a SBEP contact person who will administer the firm or general contractor's SBEP commitments and who shall be responsible for maintenance of records of Good Faith Efforts to subcontract with SBEP Certified Small Businesses.
- 3. After award, the firm or general contractor shall (1) submit FBISD Small Business Enterprise Program Utilization Reports to the SBEP office; and (2) make timely payments to all persons and entities supplying labor, materials, or equipment for the performance of the contract.



4. In the event a SBEP Certified Small Business is suspended or removed for any reason, the firm/contractor shall make a Good Faith Effort to replace the small business with another SBEP Certified Small Business.
5. Non-discrimination and Legal Compliance. The SBEP adheres to the FBISD's Non-Discrimination and Harassment Policy. A firm/contractor or SBEP Certified Small Business may be found to have failed to satisfy the Good Faith Efforts of the SBEP if the firm/contractor or SBEP Certified Small Business violates FBISD's Non-Discrimination and Harassment Policy. Furthermore, violations of federal or state law or significant ordinances or regulations of any governmental unit may be deemed a failure to satisfy the Good Faith Efforts of the SBEP.

I. QUALITY CONTROL/QUALITY ASSURANCE

- Architect/Engineer Firm or General Contractor will provide notification to FBISD of SBE subconsultant/subcontractor change.
- Architect/Engineer Firm or GC will provide final SBE Utilization form listing all SBE's used on the project to the FBISD Small Business office.
- Contractor Utilization Report demonstrates the Bidder/Proposer's commitment to prompt payment, non-discrimination practices, the release of retain- age and the inclusion of these clauses in its subcontractor agreements.

The Pledge must set forth:

- A pledge that all subcontractors will be paid within FBISD guidelines from the Bidder/Proposer receiving payment from FBISD for amounts previously invoiced.
- An affirmative statement by the Bidder/Proposer that it has adhered to FBISD Non-discrimination Mandate.
- For construction contracts only retainage will be released to all sub-contractors within 30 days after satisfactory completion and approval of work performed.
- Confirmation that the Bidder/Proposer will include the above clauses in its subcontractor agreements.
- Score Card to constitute SBE Participation goal met.



FORT BEND INDEPENDENT SCHOOL DISTRICT

SUB-CONTRACTOR/SUB-CONSULTANT (INCLUDING SMALL BUSINESS ENTERPRISES) UTILIZATION REPORT

| | | | | | | |
|-----------------|-------------------|-----------------------|---------------------|---|-------------|-------------------------|
| 1. Project Name | 2. Project Number | 3. Application Number | 4. Application Date | 5. Reporting Period From: To: | 6. SBE Goal | 7. Scheduled Completion |
|-----------------|-------------------|-----------------------|---------------------|---|-------------|-------------------------|

This report is required by Fort Bend ISD – Failure to comply may result in FBISD commencing proceedings to impose sanctions on the Contractor/Consultant. In addition to pursuing other legal remedies, sanctions may include the withholding of payments for work committed to Small Business Enterprises (SBE) participants and a negative recommendation on future bids by the Contractor/Consultant for Fort Bend ISD.

☐ **Note: SBE reporting for this pay period not applicable.**

| | | | | | |
|--|---------------------------|--------------------------|-----------------------------------|----------------------------|-------------------------|
| 8. Prime Contractor/Consultant's Name | | | | 9. Phone () | 10. Fax () |
| 11. Contractor/Consultant's Street Address / Suite # City State Zip | | | 12. Project Manager (Prime) | 13. PM's Phone # () | 14. PM.'s Fax () |
| 15. Current Contract Amount | 16. Total Draw This Month | 17. % SBE Billed to Date | 18. Total Draw on Project to Date | 19. % Complete to Date | |

| 20. Federal ID Number | 21. Sub-contractor / Sub-consultant | 22. SBE Status | 23. Work Description | 24. Amount for Project | 25. Amount of Current Draw | 26. Total Billed to Date | 27. Actual Start Date | 28. Scheduled Completion Date |
|-----------------------------|--|----------------------|-------------------------|---------------------------------|-------------------------------------|-----------------------------------|--------------------------------|--|
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Commencing contract award, partial release of lien is expected from each Sub-contractor / Sub-consultant and shall accompany any application and certification for payment. Prompt payment to CONTRACTOR/CONSULTANT is dependent on appropriate documentation. The signature below of corporate officer attests to the accuracy of the information.

Company Seal

Signature of Company Officer_____
Date_____
Title_____
Telephone Number

STATE OF TEXAS, _____ COUNTY
IN WITNESS WHEREOF, I have hereunto set my hand
and official seal this _____ day of _____,
20__.

Notary Public, State of Texas

My Commission Expires _____

| | |
|--------------|-------------------|
| PROJECT NAME | CONTRACTOR'S NAME |
|--------------|-------------------|

| 20. Federal ID Number | 21. Sub-contractor / Sub-consultant | 22. SBE Status | 23. Work Description | 24. Amount for Project | 25. Amount of Current Draw | 26. Total Billed to Date | 27. Actual Start Date | 28. Scheduled Completion Date |
|-----------------------------|--|----------------------|-------------------------|---------------------------------|--|--------------------------------|--------------------------------|--|
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| | | | | | | | | |
| | Total Small Business Sub-contractor(s)/Sub-consultant(s) | | | \$ | \$ | \$ | | |
| | Total Non-Small Business Sub-contractor(s)/Sub-consultant(s) | | | \$ | \$ | \$ | | |
| | Total Sub-contractor(s)/Sub-consultant(s) | | | \$ | \$ | \$ | | |



INSTRUCTIONS

- | | | | |
|----------|---|-----|--|
| 1. | Name of Project | 21. | Business name of Sub-contractor / Sub-consultant |
| 2. | Project Number – (If applicable) | 22. | Sub-contractor's / sub-consultant's SBE Certification Designation as applicable (SBE=Small Business Enterprise; N=Non-Small Business Enterprise) |
| 3. | Application Number – from AIA document G702 | 23. | Brief description of work each sub will perform. (Roofing, HVAC, trash removal, consulting, etc) |
| 4. | Application Date is same date as on draw application | 24. | List project value total contracted with each sub-contractor / sub-consultant |
| 5. | Reporting Period – from AIA document G702 "From: To:" | 25. | This month's draw amount for each sub-contractor/ sub-consultant |
| 6. | SBE Goal as set by the prime contractor for this project as applicable | 26. | To date total billed to each sub-contractor / sub-consultant. The total amount summation must equal the % value listed in box number 17 |
| 7. | Scheduled Completion date for your project per the approved contract or approved change order | 27. | Start date for each sub-contractor / sub-consultant contract |
| 8. – 10. | Business name of prime contractor – phone & fax | 28. | Scheduled completion date for each sub-contractor / sub-consultant contract |
| 11. | Prime contractor mailing address | | |
| 12.-14. | Project Manager's name - phone & fax | | |
| 15. | Amount of contract including original contract amount, change orders and approved alternatives | | |
| 16. | The total of this draw or invoice as authorized on the AIA document G702 | | |
| 17. | Percentage of project completed to this date by SBE Sub-contractor/Sub-consultant (Total SBE from Box 26 divided by Box 15) | | |
| 18. | The total amount invoiced on this project to date | | |
| 19. | Total percentage of project completed to date | | |
| 20. | Federal Identification Number | | |
-
- NOTE:**
- 1. This form must be submitted with every pay application**
 - 2. You must submit the partial release of liens with the pay application**
 - 3. You must have a copy of the SBE certification for every certified SBE sub-contractor/ sub-consultant on the job**
 - 4. If no SBE for reporting period is required, check the box indicating: "Note: SBE reporting for this pay period not applicable"**
 - 5. This form must be notarized for each pay application or invoice submitted. The pay application can not be processed without this required certification**

Certificate Of Completion

Envelope Id: 3FA21508-353A-4CEC-B276-A9B128B2E394

Subject: Complete with DocuSign: CSP 25-061AL-BP013 Kitchen Reno ES - Addendum 002

Source Envelope:

Document Pages: 28

Certificate Pages: 6

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:

FBISD Design & Construction

2323 Texas Parkway

Missouri City, TX 77489

cn_DnC.DocuSign@fortbendsd.gov

IP Address: 161.51.248.19

Record Tracking

Status: Original

8/26/2025 9:36:07 AM

Security Appliance Status: Connected

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Holder: FBISD Design & Construction

cn_DnC.DocuSign@fortbendsd.gov

Pool: StateLocal

Pool: Fort Bend ISD Bond Program

Location: DocuSign

Location: DocuSign

Signer Events

Nancy Lane

nancy.lane@fortbendsd.gov

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Nancy Lane
F77F1A85ABE744F...

Signature Adoption: Pre-selected Style

Using IP Address: 161.51.248.19

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Signed: 8/26/2025 9:42:12 AM

Electronic Record and Signature Disclosure:

Accepted: 8/26/2025 9:42:03 AM

ID: 27f84f4e-b801-4b9a-8e8d-d5b5c94fde9d

Ryan J. Kiefer

ryan.kiefer@fortbendsd.gov

Security Level: Email, Account Authentication
(None)

Signed by:

Ryan J. Kiefer
1F973D1CC91A41D...

Signature Adoption: Pre-selected Style

Using IP Address: 161.51.248.19

Sent: 8/26/2025 9:42:14 AM

Viewed: 8/26/2025 10:54:25 AM

Signed: 8/26/2025 10:54:50 AM

Electronic Record and Signature Disclosure:

Accepted: 2/15/2024 3:30:13 PM

ID: 8c87036b-2f7c-42ee-b3ec-0d5cca6f5145

John Becvar

john.becvar@fortbendsd.gov

Security Level: Email, Account Authentication
(None)

Signed by:

John Becvar
DA84443224134B4...

Signature Adoption: Pre-selected Style

Using IP Address: 161.51.248.19

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Viewed: 8/26/2025 11:23:18 AM

Signed: 8/26/2025 11:23:35 AM

Electronic Record and Signature Disclosure:

Accepted: 8/26/2025 11:23:18 AM

ID: 2b0e1457-eec2-464a-ab58-062abe537112

Daniel Bankhead

daniel.bankhead@fortbendsd.gov

Exec. Dir.

Security Level: Email, Account Authentication
(None)

Signed by:

Daniel Bankhead
AABFCACAF7E9453...

Signature Adoption: Pre-selected Style

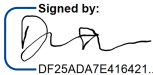
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Signed: 8/27/2025 4:58:03 PM

Electronic Record and Signature Disclosure:

| Signer Events | Signature | Timestamp |
|---|---|--|
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| Electronic Record and Signature Disclosure: Accepted: 8/27/2025 5:31:39 PM ID: 92befb22-8d3f-46ab-b057-d95791ccf75b | | |
| In Person Signer Events | Signature | Timestamp |
| Editor Delivery Events | Status | Timestamp |
| Agent Delivery Events | Status | Timestamp |
| Intermediary Delivery Events | Status | Timestamp |
| Certified Delivery Events | Status | Timestamp |
| Carbon Copy Events | Status | Timestamp |
| Jane Thompson cn_jane.thompson@fortbendsd.gov Executive Assistant to Daniel Bankhead Fort Bend ISD Security Level: Email, Account Authentication (None) | <div>COPIED</div> | Sent: 8/26/2025 11:23:38 AM |
| Electronic Record and Signature Disclosure: Accepted: 5/12/2025 4:21:45 PM ID: 1e2ef3db-c88d-40fc-862e-893253952f3c | | |
| Antoinette Lewis Antoinette.Lewis1@fortbendsd.gov Security Level: Email, Account Authentication (None) | <div>COPIED</div> | Sent: 8/27/2025 5:34:17 PM Viewed: 8/28/2025 6:21:50 AM |
| Electronic Record and Signature Disclosure: Not Offered via Docusign | | |
| Kathleen Booker Kathleen.Booker@fortbendsd.gov Security Level: Email, Account Authentication (None) | <div>COPIED</div> | Sent: 8/27/2025 5:34:17 PM |
| Electronic Record and Signature Disclosure: Accepted: 2/19/2025 1:40:46 PM ID: 394b035b-8c22-4c4f-9e82-f4e1996b3690 | | |
| Witness Events | Signature | Timestamp |
| Notary Events | Signature | Timestamp |
| Envelope Summary Events | Status | Timestamps |
| Envelope Sent | Hashed/Encrypted | 8/26/2025 9:40:10 AM |
| Certified Delivered | Security Checked | 8/27/2025 5:31:39 PM |
| Signing Complete | Security Checked | 8/27/2025 5:34:15 PM |
| Completed | Security Checked | 8/27/2025 5:34:17 PM |

| Payment Events | Status | Timestamps |
|--|--------|------------|
| Electronic Record and Signature Disclosure | | |

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Fort Bend Independent School District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Fort Bend Independent School District:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To advise Fort Bend Independent School District of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at jessica.melchor@jacobs.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Fort Bend Independent School District

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to jessica.melchor@jacobs.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Fort Bend Independent School District

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Required hardware and software

| | |
|----------------------------|---|
| Operating Systems: | Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X |
| Browsers: | Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only) |
| PDF Reader: | Acrobat® or similar software may be required to view and print PDF files |
| Screen Resolution: | 800 x 600 minimum |
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