



FORT BEND CENTRAL APPRAISAL DISTRICT

2801 B.F. Terry Blvd. Rosenberg, Texas 77471-5600

Phone (281) 344-8623 | www.fbcad.org

Request for Proposal (RFP) 2026-004 for Audio/Visual Equipment for Fort Bend Central Appraisal District

The Fort Bend Central Appraisal District (the "District" or "FBCAD") is accepting sealed proposals for **Audio/Visual Equipment** for the building located at 13135 Dairy Ashford Road, Sugar Land, Texas 77478.

Proposals must be physically received by mail or hand delivery in a sealed envelope clearly marked "**Sealed proposal enclosed – Do not open in mailroom – RFP 2026-004 Audio/Visual Equipment**" prior to 2:00 p.m. on Tuesday, November 3, 2026. Facsimile transmissions, emails or other forms of submission, other than mail or hand delivery, will not be accepted under any circumstances. In establishing the date and time of receipt by the District, FBCAD will rely solely on the date and time stamp of the District. Proposals received after the deadline will not be considered. A copy of the Request for Proposal (RFP) package in its entirety is available on the District website at www.fbcad.org/news/.

All proposals received prior to the closing date and time will be opened and proposers will be publicly announced at 10:00 a.m. on November 10, 2026, at the Fort Bend Central Appraisal District, 2801 B.F. Terry Blvd., Rosenberg, TX 77471.

Proposals should be mailed or hand delivered to:

Fort Bend Central Appraisal District
Attn: Jordan Wise, Chief Appraiser
2801 B.F. Terry Blvd.
Rosenberg, Texas 77471

The Fort Bend Central Appraisal District reserves the right to withdraw this RFP, reject any or all proposals, waive non-substantive technicalities or formalities, and accept the proposal the District determines to be the most advantageous and best value to the District.

Proposals are to be submitted in accordance with this request and the accompanying Instructions to Responders. Proposals not submitted in accordance with this request will not be considered and will be rejected.

Deadline for receipt of inquiries is October 27, 2026, and should be sent by email to purchasing@fbcad.org with the subject line stating: "RFP 2026-004".

Section 1: General Project Information

Pursuant to the the laws of the State of Texas, including bu not limited to Tax code §6.11, the Fort Bend Central Appraisal District is seeking qualified companies to submit proposals for audio/visual equipment and installation for the building located at 13135 Dairy Ashford Road, Sugar Land, TX 77478. The District intends to occupy six of the eight levels of the building once renovations are complete.

This Request for Proposal (RFP) contains information and instructions to enable interested respondents to prepare and submit a proposal and describes the terms and conditions that the selected respondent will be expected to accept as part of the Contract. Please note: the District is exempt from Federal excise and sales tax; therefore, tax must not be included in the proposal.

Public Information

All information is subject to the Texas Public Information Act (Chapter 552 of the Texas Government Code). The District complies with all statutes, court decisions, and opinions and rulings of the Texas Attorney General with respect to disclosure of information submitted in response to RFP's.

Clarifications and Interpretations

Any clarifications or interpretations of this RFP that materially affect or change its requirements will be posted on the District's website at www.fbcad.org/news as an addendum. It is the responsibility of the respondents to obtain this information. All addenda issued by the District prior to the proposal due date are considered to be incorporated herein by reference. The deadline for the District to issue addenda statements is October 29, 2026, interpretations or clarifications in any other form, including oral statements, will not be binding on the District and should not be relied on in preparing proposals. Award information will be issued by the FBCAD via e-mail directly to the selected respondent. A courtesy e-mail will be sent to all other respondents who are not selected.

Proposal Submission

All proposals must be received at the address specified prior to the deadline. The District will not consider any response to this solicitation that is not received at the address specified by the deadline.

The District will receive proposals up to the time and date at the location described below:

November 3, 2026, not later than 2:00pm

Mail or hand deliver to:
Fort Bend Central Appraisal District
2801 B.F. Terry Blvd.
Rosenberg, TX 77471

Responses shall be mailed or hand delivered in a sealed envelope marked on the outside "**Sealed proposal enclosed – Do not open in mailroom – RFP 2026-004 Audio/Visual Equipment**". A contact name, return address, and e-mail address for the respondent's contact person must be included. Respondents should submit two identical copies of the submission.

Point of Contact

All proposals must be received at the address specified prior to the deadline. The District will not consider any

response to this solicitation that is not received at the address specified by the deadline.

Respondents shall restrict all contact with the District and direct all questions regarding this RFP. All questions and requests for clarifications regarding the RFP should be sent by email to purchasing@fbcad.org no later than October 27, 2026.

General Terms, Conditions & Requirements for Solicitations

This Request for Proposal shall be governed by the laws of the State of Texas, including but not limited to Tax Code §6.11.

District's Reservation of Rights

The District may evaluate the proposals based on the anticipated completion of all or any portion of the Scope of Work (the "Work"). The District reserves the right to divide the Work into multiple parts, to reject any and all proposals or re-solicit for new , or reject any and all submissions and temporarily or permanently abandon the Work. The District makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any Work and no such representation is intended or should be construed by the issuance of this RFP.

Reimbursement of Cost

Respondents acknowledge and accept that any costs incurred from the respondent's participation in this RFP shall be at the sole risk and responsibility of the respondent.

Eligible Respondents

Only individuals, companies, or lawfully formed business organizations may apply. This does not preclude a respondent from using consultants. The District will contact only the individual, firm, or formal organization that submits a proposal.

Prohibition on Contracts with Companies Boycotting Israel

Respondents are advised that the Texas Government Code prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

Prohibition on Contracts with Companies Boycotting Energy Companies

Respondents are advised that the Texas Government Code prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that: (1) does not boycott Energy Companies; and (2) will not boycott Energy Companies during the term of the contract.

Prohibition on Contracts with Companies that Discriminate Against Firearm Entities or Firearm Trade Associations

Respondents are advised that the Texas Government Code prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that: (1) does not discriminate against firearm entities or firearm trade associations; and (2) will not discriminate against firearm entities or firearm trade associations during the term of the contract.

Prohibition on Contracts with Terrorists

Respondents are advised that the Texas Government Code prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that the company is not a terrorist organization as described by Section 2252.152 of the Texas Government Code.

Prohibition on Contracts with Companies that are Abortion Providers

Respondents are advised that the Texas Government Code prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that the company is not an abortion provider.

Section 2: Scope of Work

The respondents shall provide a proposal for audio/video equipment for the FBCAD facilities located at 13135 Dairy Ashford Road, Sugar land, TX 77478, including the sourcing, purchasing, delivery coordination, and installation and support of the equipment.

1. General Conditions – Review Work requirements, audio/video equipment needs and specifications as provided.
2. Prepare a fee proposal that shall include delivery, assembly, installation, and removal and disposal of all packing materials. The proposal should include alternative options where applicable.
3. Develop and manage the equipment procurement schedule.
4. Coordinate equipment selections and specifications with FBCAD representatives.
5. Track orders and provide regular status updates.
6. Coordinate shipping, delivery, and installation schedules.
7. Resolve procurement, delivery, and installation issues as they arise.
8. Conduct inspections and coordinate completion of Work.
9. Provide warranties, maintenance information, and project closeout documentation.
10. Provide applicable insurance information.

Project Details

The chart below provides details regarding each area indicated in the provided plans that will need to be considered by the respondent. Audio and visual equipment will be required in each area to accommodate the approximate capacity indicated in the chart.

Room Size	Approximate Capacity	Color Assignment
*Small	2-11	
Medium	12-24	
Large	25-50	
X-Large	51+	
Main Board Room	N/A	

*Descriptions of small rooms include Conference Rooms, Huddle Rooms, HR Interview Rooms, and appraisal review board (ARB) Hearing Rooms.

*All ARB Hearing Rooms located on Level 2 of the FBCAD facilities will require audio and visual equipment with recording capabilities. The rooms must also be equipped to accommodate virtual administrative hearings, with

hardware that is compatible with virtual meeting platforms such as Microsoft Teams, Zoom, Google Meet, Webex, and similar applications.

The electrical plans identify TV/monitor placement throughout each level. The respondent should account for this equipment when completing the Proposal Worksheet. An example of the identifiers is provided below.

- ⑤ CONTRACTOR TO PROVIDE AND INSTALL A NEW RECESSED TV OUTLET +60" A.F.F. AT THIS LOCATION FOR TENANT PROVIDED FLAT SCREEN TV. PROVIDE ADDITIONAL BRACING INSIDE WALL PARTITION FOR SUPPORT OF NEW FLAT SCREEN TV. CONTRACTOR MUST GET APPROVAL FOR LOCATION FROM TENANT PRIOR TO INSTALLATION.

Competitive Selection

The method to be used to select the successful respondent is competitive sealed proposals pursuant to Tax Code §6.11 and Local Government Code Chapter 252.

- This is a negotiated procurement.
- In making the determination, the District will select the proposal providing the best value and most advantageous proposal for the District. The consideration of proposal shall include but not be limited to the respondent's technical expertise and experience, the proposed fees/costs, the proposer's references and record of responsibility, and any other relevant factor that the District deems necessary.
- A comparative performance evaluation may be required to assist in determination of overall efficiency of similar units. This may include, but is not limited to, representative samples of the equipment.

The District reserves the right to retain all Proposal responses for a period of forty-five (45) days after the opening date for examination and comparison.

Criteria Used for Selection Proposals will be evaluated based on the following criteria:

Criteria	Weighted Value
Cost Proposal	35
Experience and Qualifications	30
Compliance with Specifications	15
Delivery and Installation Schedule	15
References	5

Award of Contract

Upon successful negotiations between the District and the selected respondent, the parties will be required to enter into a written agreement with the FBCAD. All Work, including but not limited to, cost of equipment, delivery, and installation, shall be governed by the executed agreement. All deliverables are subject to the District's inspection and approval within a reasonable amount of time.

HB 1295 Requirements

This procurement falls under the requirements of HB1295 (Government Code Section 2252.9 <https://www.ethics.state.tx.us/filinginfo/1295/in08>). The awarded Contractor will be required to complete and

submit form 1295. The form along with instructions are available on the Texas Ethics Commission website at <https://www.ethics.state.tx.us/filinginfo/1295/>.

Section 3: List of Documents

The following documents are made part of this Request for Proposal and can be retrieved on the District's website www.fbcad.org/news/ :

- a. Electrical plans for each level
- b. RFP 2026-004 Proposal Worksheet
- c. Submittal Details

Indemnification: Respondent agrees to defend, indemnify, and hold harmless FBCAD against any claims, damage, losses, expenses and attorney's fees arising out of this RFP or the respondent's response to this RFP.

Proposal Requirements:

All respondents shall agree to the following conditions:

- A. The original proposal and one (1) additional copy shall be delivered in a sealed envelope marked "**Sealed proposal enclosed – Do not open in mailroom – RFP 2026-004 Audio/Visual Equipment**" on or before 2:00 p.m., Tuesday November 3, 2026, to 2801 B.F. Terry Blvd., Rosenberg, TX 77471. Requests for extension of the closing date or time will not be granted. Only proposals with the required documentation will be considered. Proposals arriving late will not be considered. Proposers should allow sufficient mailing or transportation time to ensure the timely receipt of the proposal.
- B. All proposals, attachments to, and/or documents submitted with a proposal must be signed by an individual who is authorized to act on behalf of the proposer.
- C. Any company or corporation conducting business with FBCAD shall be on file with the Secretary of State of Texas and certified to do business in this state.
- D. Respondents agree by submission of their proposal that they have reviewed the RFP documents and instructions and accept the requirements.
- E. Each proposal shall be prepared in a simple manner and provide straightforward, concise delineation of the responder's ability to satisfy the requirements of the RFP.
- F. Respondents desiring to submit proposals in response to this request must comply with all mandatory submission requirements set out in this document. Failure to comply with any part of the request may subject the response to immediate rejection.
- G. No negotiations, decisions or actions shall be initiated or executed by the respondent as a result of any comments or actions with a FBCAD employee, unless those communications are in writing from a duly authorized and designated FBCAD representative.
- H. Respondent agrees to abide by the Prevailing Wage Standard in the cost of its proposal.

Section 4: Content of Submittal

Each response shall be submitted as outlined in this section. Each proposal shall be submitted in accordance with the electrical plans and documentation provided on the Proposal Worksheet.

In addition to the proposal worksheet, the respondent must provide the information requested below by completing the **Submittal Details** tab of the worksheet.

CRITERION ONE: Company Information

Provide a statement of interest for the Project, including a narrative describing the company and the project team's unique qualifications as they pertain to this project.

CRITERION TWO: Claims and Suits

If the answer to any of the items below is yes, please attach details.

- Has your organization ever failed to complete any work awarded?
- Are there any judgments, claims, arbitration proceedings or suits, pending or outstanding, against your organization or its officers?
- Has your organization filed or been involved in any lawsuits or requested neutral third-party arbitration with regard to contracts within the last five years?
- Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a contract?
- Within the last five years, has any worker's compensation claim been filed by any employee of respondent on any job during work by your organization? If yes, please provide details of the incident and the outcome.

CRITERION THREE: General Company History and Qualification

- Provide a brief history of the firm including a list of services routinely provided
- An organizational chart that explains the respondent's principals and team members and their responsibilities related to this Work

CRITERION FOUR: Experience and References

- Discussion of firm's experience in working with local government entities in the State of Texas
- List of work with local government entities in Texas from the past three years, whether complete or ongoing, including references.

CRITERION FIVE: Signed Transmittal and Acknowledgement Letter

The Transmittal and Acknowledgement Letter must be signed by a principal in respondent's organization and submitted as part of the response packet.

CRITERION SIX: Signed Ethics Statement

The Ethics Statement must be signed by a principal in respondent's organization and submitted as part of the response packet.

CRITERION EIGHT: Signed Certification Regarding Debarment, Suspension & Other Responsibility Matters Form

TRANSMITTAL AND ACKNOWLEDGMENT LETTER

Fort Bend Central Appraisal District

Request for Proposal 2026-004

Audio/Visual Equipment

Date: _____

In response to the above referenced request for proposal from Fort Bend Central Appraisal District, the attached qualifications, forms, exhibits, and statements are being submitted. I have read all attachments including the specifications and fully understand what is required.

1. In submitting this qualifications statement, I agree to the following conditions to accomplish the work in accordance with the contract documents.

Name of Institution: _____

Authorized Representative: _____

Signature: _____

Printed Name: _____

Title: _____

Today's Date: _____

ETHICS STATEMENT

(Complete and return this form with response)

The undersigned firm, by signing and executing this RFP or RFQ, certifies and represents to the Fort Bend Central Appraisal District that the firm has not offered, conferred or agreed to confer any pecuniary benefit, as defined by 1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this RFP or RFQ; the firm also certifies and represents that the firm has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this RFP or RFQ, the firm certifies and represents that firm has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Fort Bend Central Appraisal District concerning this RFP or RFQ on the basis of any consideration not authorized by law; the firm also certifies and represents that firm has not received any information not available to other firms so as to give the undersigned a preferential advantage with respect to this RFP or RFQ; the firm further certifies and represents that firm has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that firm will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Fort Bend Central Appraisal District in return for the person having exercised their person's official discretion, power or duty with respect to this RFP or RFQ; the firm certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Fort Bend Central Appraisal District in connection with information regarding this RFP or RFQ, the submission of this RFP or RFQ, the award of this RFP or RFQ or the performance, delivery or sale pursuant to this RFP or RFQ.

THE FIRM SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE FORT BEND CENTRAL APPRAISAL DISTRICT, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES AND LIABILITIES ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF FIRM OR ANY AGENT OR EMPLOYEE OF FIRM IN THE EXECUTION OR PERFORMANCE OF THIS RFP or RFQ.

I have read all of the specifications and general RFP or RFQ requirements and do hereby certify that all items submitted meet specifications.

Firm Name: _____

Officer Name: _____

Officer Signature: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____

Deviations from specifications if any: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(Complete and return this form with response)

Name of Entity: _____

The prospective participant certifies to the best of their knowledge and belief that they, the principals in the firm, and the firm:

1. Are not presently debarred, suspended, proposed for debarment, and or declared ineligible from providing bank depository services, financial management, financial records management, financial advisory services, any associated management services, and or voluntarily surrendered their license to provide such related services in the State of Texas and or the United States of America.
2. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from conducting any business and or financial transactions by any department or agency of Federal, State, and/or local government.
3. Have not been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
4. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in item 3 above of the certification; and
5. Have not within a ten (10) year period preceding this RFP or RFQ had one or more public transactions (Federal, State, Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Today's Date: _____