

**LEWISVILLE INDEPENDENT SCHOOL DISTRICT**  
**CSB #2596-19 – SALE OF LEWISVILLE ISD SURPLUS PROPERTIES**  
**ADDENDUM No. 4**

**Checklist for Individual Property Bid**

- CSB #2596-19 Sale of Lewisville ISD Surplus Properties – (USE SPECIFIC PROPERTY FILE)**
  - Sealed Bid Form – (verify correct property address) (3 pages plus Exhibits A and B)**
    - Fill-in the bid amount.
    - Sign and date (please fill-in all contact information).
    - Exhibit B – Contract of Sale **(this is your offer)**
      - Fill-in all blanks, please do not sign the Contract of Sale, the awarded bidder will be required to execute a Contract of Sale within fifteen (15) days of the bid award (if any).
    - Lewisville ISD is requesting that any requested deviations/modifications to the Contract of Sale (if any) be made on a separate document and included as an attachment, please do not make any redlines or edits on the Exhibit B - Contract of Sale.
  - Certificate of Interested Parties – Form 1295 (complete online and print certificate)**
    - Please complete this form online using the URL highlighted at the top of the “EXAMPLE ONLY” Form 1295 provided. You will need to set up an account to log-in to the Texas Ethics Commission website in order to complete the online form and receive your certificate. This certificate will need to be provided with your bid.
    - Use **CSB #2596-19** as the Solicitation/Contract ID Number.
  - Conflict of Interest Questionnaire – FORM CIQ (2 pages)**
    - Complete, sign and date.
  - Form B – Felony Conviction Notification (1 page)**
    - Complete, sign and date.
- Addendum No. 1 – Questions & Answers**
  - Review, sign, date, and include with sealed bid.
- Addendum No. 3 – Requirement/instruction to acknowledge receipt of Addendum No. 1**
  - Review.
- Addendum No. 4 – Bid Submission Checklist for Individual or Multi-Property Bid**
  - Review, sign, date, and include with sealed bid.
- Addendum No. 5 – Lewisville ISD W-9**
  - Lewisville ISD W-9 provided to bidders if needed.

**CONTINUE TO CHECK ONLINE FOR ADDITIONAL ADDENDA, WHICH MAY BE POSTED UP UNTIL THE BID DEADLINE.**

- Option Fee check of one-thousand dollars (\$1,000.00), or more, per property. If you are making two bids on the same property, such as “as-is” and “as-entitled” bids you will submit one (1) option fee check for the property on which you are bidding.**
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***Please note*** that addresses for the following properties differ between the Bid Forms and Offering Memorandum but represent the same property:

- 2867 DEERHURST DRIVE, HIGHLAND VILLAGE, TX 75077 (2601 HARLINGTON DRIVE)
- 6369 TRAIL VIEW DRIVE, THE COLONY, TX 75056 (5729 MEMORIAL DRIVE)
- ROCKY POINT AND SUNSET TRAIL (6400 SUNSET TRAIL)

**Signing below is an acknowledgement of receipt of Addendum No. 4 to CSB #2596-19 SALE OF LEWISVILLE ISD SURPLUS PROPERTIES. Include the signed Addendum No. 4 as part of the bid submittal.**

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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Company Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

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**Checklist for Multi-Property Bid**

- CSB #2596-19 Sale of Lewisville ISD Surplus Properties – Multi-Property Bid**
  - Sealed Bid Form – Multi-Property Bid Addendum No. 2 (3 pages plus Exhibits A and B)**
    - Fill-in the bid amount.
    - Check the individual properties you are bidding.
    - Sign and date (please fill-in all contact information).
    - Exhibit B – Contract of Sale **(this is your offer)**
      - Fill-in all blanks, please do not sign the Contract of Sale, the awarded bidder will be required to execute a Contract of Sale within fifteen (15) days of the bid award (if any).
    - Lewisville ISD is requesting that any requested deviations/modifications to the Contract of Sale (if any) be made on a separate document and included as an attachment, please do not make any redlines or edits on the Exhibit B - Contract of Sale.
  - Certificate of Interested Parties – Form 1295 (complete online and print certificate)**
    - Please complete this form online using the URL highlighted at the top of the “EXAMPLE ONLY” Form 1295 provided. You will need to set up an account to log-in to the Texas Ethics Commission website in order to complete the online form and receive your certificate. This certificate will need to be provided with your bid.
    - Use **CSB #2596-19** as the Solicitation/Contract ID Number.
  - Conflict of Interest Questionnaire – FORM CIQ (2 pages)**
    - Complete, sign and date.
  - Form B – Felony Conviction Notification (1 page)**
    - Complete, sign and date.
- Addendum No. 1 – Questions & Answers**
  - Review, sign, date, and include with sealed bid.
- Addendum No. 2 – Bid Form for Multi-Property Bid**
  - Complete and include with sealed bid.
- Addendum No. 3 – Requirement/instruction to acknowledge receipt of Addendum No. 1**
  - Review.
- Addendum No. 4 – Bid Submission Checklists for Individual or Multi-Property Bid**
  - Review, sign, date, and include with sealed bid.
- Addendum No. 5 – Lewisville ISD W-9**
  - Lewisville ISD W-9 provided to bidders if needed.

**Continue to check online for additional addenda, which may be posted up until the bid deadline.**

- Option Fee check of one-thousand dollars (\$1,000.00) or more, per property that you are bidding. If you are making two bids on the same property, such as “as-is” and “as-entitled” bids, you will submit one (1) option fee check for each property you are bidding.**
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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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Company Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

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