

NOTICE TO BIDDERS

The Grand Prairie Independent School District will receive sealed bids and proposals until:

2:00 P.M. – January 22, 2009
when all responses will be publicly opened
FOR:
CATALOG DISCOUNT FOR CLASSROOM FURNITURE

Prospective bidders may secure further information and specifications at http://www.gpisd.org/departments/business/purchasing/current_bids.html or 2602 South Belt Line Road, Grand Prairie, TX 75052. The school district reserves the right to reject any and/or all bids and to waive all formalities and irregularities in bidding.

BID ENVELOPE MUST BE ADDRESSED TO:

Grand Prairie ISD
Purchasing Department
2602 South Belt Line Road
Grand Prairie, TX 75052

and

PLAINLY MARKED:

BID NO. 09-15

Bids may be submitted on any/or all items, unless stated otherwise.

Any bid received later than the specified time, whether delivered in person or mailed, shall be disqualified and will remain unopened. Failure to respond to this invitation will remove your name from the bid list. If you cannot bid at this time and desire to remain on the bid list, please submit a **NO BID** on the bid form and return.

GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

PROCEDURES FOR SEALED BIDS OR PROPOSALS

1.0.0 GENERAL CONDITIONS

1.1.0 APPLICABILITY - These conditions are applicable and form a part of the contract documents in each equipment and/or service contract and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and bid forms issued herewith.

1.2.0 WITHDRAWAL OF BIDS - Any bid may be withdrawn by the vendor prior to the scheduled time for opening. Any request by a bidder to withdraw a bid must be in person or in writing and submitted to the Director of Purchasing prior to the scheduled time for opening bids. Any bid that is received after the time specified shall not be considered and may be returned unopened to the vendor.

1.3.0 BIDS SHALL BE SUBMITTED ON THESE FORMS - Deviations to the General Conditions and/or Specifications shall be **conspicuously noted in writing** by the bidder and shall be included in the bid.

1.4.0 VENDORS WHO DO NOT BID are requested to notify the Grand Prairie Independent School District (GPISD) Purchasing Department in writing if they wish to receive future bids. Failure to do so **will** result in their being deleted from our vendor list.

1.5.0 GPISD reserves the right to waive any or all bid irregularities, formalities, or other technicalities; to be the sole and independent judge of quality and suitability of any products offered; and may accept or reject any bid in its entirety, or may reject any part of any bid without affecting the remainder of that bid, and may award the individual items on this bid in any combination or in any way to best serve the interests of GPISD as it perceived those interests to be in its sole discretion.

1.6.0 GPISD will enter into contractual relationships only with those vendors who have, through word and action, affirmed that they comply with all applicable existing laws or executive orders to insure equal employment opportunities, without regard to race, creed, color, sex, or national origin. Minority contractors are encouraged to compete in providing goods and services to the district. GPISD does not operate under a set-aside program.

- 1.7.0 Quantities shown are estimates only, based on prior usage. GPISD reserves the right to increase or decrease quantities with the selected supplier, both at the time of acceptance of this quotation offer as so modified, and subsequent thereto. GPISD will purchase supplies and materials during the bid period on an as-needed basis.
- 1.8.0 DELIVERIES required in this bid shall be freight prepaid, F.O.B. actual destination detailed in specifications, between 7:00 a.m. and 2:00 p.m., inside delivery. Bid prices shall include all freight and delivery charges. Delivery requirements will make it mandatory that the successful bidder schedule an appointment with the Director of Purchasing, or their designee, prior to the shipping any materials.
- 1.9.0 SPECIFICATIONS may be those developed by the Using Department or by the Manufacturer to represent items of regularly manufactured equipment.
- 1.9.1 DISTRICT SPECIFICATIONS have been developed by the Using Department to show minimal standards as to the usage, materials, and contents based on their needs.
- 1.9.2 MANUFACTURER'S SPECIFICATIONS (Design Guide), when used by the District, are to give the bidder information as to the type and kind requested. Proposals on any reputable manufacturer's regularly produced product of such items similar and substantially equivalent will be considered.
- 1.9.3 Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer or brand name, the term "*or equal*" if not inserted *shall be implied*. The specified article or material shall be understood as indicating the type, function; minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. GPISD reserves the right to make final decisions as comparable items. Be very certain that items upon which you bid and deliver are equal to items listed. Materials, which are not equal, will be returned to the vendor, transportation charges collect. Vendor will reimburse GPISD for items returned at invoice cost within 30 days.
- 1.10.0 WARRANTY CONDITIONS for all supplies and/or equipment shall be considered manufacturer's minimum standard warranty unless otherwise agreed to in writing. Bidder shall be an authorized dealer, distributor or manufacturer for the product. Seller shall not limit or exclude any implied warranties, any attempt to do so shall render this contract void at the option of the Buyer.
- 1.11.0 GPISD, any of its departments, divisions or campus, is one user and reserves the right to select products and/or supplies from any bid,

cooperative agreement such as the General Services Administration or the Department of Information Resources.

2.0.0 EVALUATION OF BIDS, in accordance with Article 2368a.3, Section 5, takes into account the following considerations:

2.0.1 Price;

2.0.2 Quality - meets or exceeds specifications;

2.0.3 All chemicals must be certified lead free, non-toxic and will require a MSD sheet (chemicals defined as paints, lacquers, thinners, caulks, fillers, etc.). This documentation must be provided at time of purchase, before payment is approved. All other supply items should be comparable in quality and intended use. **Suitability for intended use:** (paints, pastes, inks, chemicals, markers, etc.) MSD sheet should clearly indicate item number.

2.0.4 Probability of continuous availability;

2.0.5 Vendor's service and date of proposed delivery and placement.

2.0.6 Review of bid is subject to the evaluation of the user department and subsequent recommendation.

2.1.0 PREFERENTIAL REQUIREMENT - GPISD, as a governmental agency of the State of Texas, may not award a contract for general construction, improvements, services or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Article 601g V.T.C.S.).

2.2.0 IDENTICAL BIDS - In cases where bidding is required for proposed contracts, and more than one bidder submitted the lowest and best bids (identical bids), the bidder who is a resident of the district shall be selected by the governing body. If two or more bidders submitting the lowest and best bids are residents of the district, one of the resident bidders shall be selected by the casting of lots.

2.3.0 AWARD of BID; BID SUMMARY: The GPISD reserves the right to award a separate contract to more than one vendor for each item/group/service or to award on contract for the entire bid. All vendors will receive a statement of bid award. *Vendors desiring a copy of the bid summary may request it by enclosing a self-addressed stamped envelope to the Purchasing Office.*

3.0.0 CONTRACTS

3.0.1 CONTRACTS FOR PURCHASE will be put into effect by means of a purchase order(s) executed by the Purchasing Department after bids have been awarded.

3.0.2 ALL CONTRACTS AND AGREEMENTS between bidders and the GPISD shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1977 by the American Law Institute in the National Conference of Commissioners on uniform state laws.

3.1.0 Buyer's obligation is payable only and solely from the funds available for the purpose of this purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for goods will be returned to the Seller by the Buyer. Do not include Federal Excise, State or City Sales Tax. Entity shall furnish exemption certificate.

4.0.0 DISCLOSURES

4.1.0 Non-Collusion - By signing this statement, a bidder affirms that, to the best of his/her knowledge, the bid has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid. Neither has the bidder offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the bid submitted. BIDDER SHALL NOTE any and all relationships that might be a conflict of interest and include such information with the bid.

4.2.0 Felony Conviction - The person or entity responding to this invitation must give notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (This requirement does not apply to a publicly held corporation.).

4.3.0 Conflict of Interest Statement - The person or entity responding to this invitation must identify any and all relationships that might be

a conflict of interest and include such information with the bid. A list of current board members and the superintendent may be reviewed at

http://www.gpisd.org/departments/business/purchasing/bids_proposals.htm

5.0.0 SAMPLES, *when called for*, shall be submitted with the bid unless stated otherwise. *Samples shall be clearly tagged to show the bidder's name, address, bid title and bid item number for which the sample is proposed. Samples will not be considered unless identified as requested.* Sample items from the successful bidder may be retained to determine that the quality and workmanship of the delivered items are comparable to the sample.

5.0.1 ADDITIONAL SAMPLES needed for a bid to be evaluated properly shall be delivered within five (5) working days from the time the vendor is notified by the District.

6.0.0 Successful vendor or contractor and all employees will be required to comply with the same standards applicable to the employees of the GPISD with regard to procedure 18 of the Auxiliary Employee Handbook.

7.0.0 STATEMENT OF QUALIFICATIONS, when required, must include a description of organizational experience, references and capabilities.

7.1.0 *Organizational Experience:* Vendor must describe their qualifications and experience to perform the work described in this invitation.

7.2.0 *References:* Proposals must include at least three references, preferably state and local government organizations where the vendor currently provides the type of services and/or products requested. Reference listings must include organization names, addresses, and contact person and telephone number.

9.0.0 REQUIRED NOTIFICATION

9.0.1 Upon notification of potential selections for award, the person or entity submitting this bid must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (This requirement does not apply to a publicly held corporation.).

PRESENTATION OF BIDS: All bids/proposals must be received at the Purchasing Office in a sealed document. No oral, telegraphic, telephonic, or facsimile bids will be accepted. ALL correspondence, including freight bills, packing slips, invoices and statements must reference the district purchase order assigned as a result of this bid.

CATALOG DISCOUNT
BID NO. 09-15

1. Vendors will offer a discount from published catalog prices. Only one catalog may be used during the contract period. This does not exclude annual revisions or reprints that occur during the contract period.
2. A copy of the catalog from which prices will be obtained must accompany the bid response. This catalog must be received at the bid opening. The successful bidder must provide additional copies of the pricing catalog upon request.
3. This catalog bid will be a multiple award. Vendors will be expected to respond to request for firm quotations from the District when particular furniture needs arise. Quotations will be sent out by fax or email and competitive responses received in the same manner. Various specifications and requirement will be identified in each quotation. Award of contracts will be made according to the specifications listed in this document.
4. The initial contract period will be March 2009 to February 2010. Prior to the end of the initial period the district will review the terms and condition in consideration of extending the contract for a second year beginning in February 2010. A third year option will be considered in February 2011. The above extensions are contingent upon the mutual agreement of both parties and upon pricing and services being consistent with the market.
6. At the time of need, firm prices will be requested for specific items and quantities, such pricing shall include all costs such as materials, shipping, handling and other related costs F.O.B. 514 Skyline Drive, Grand Prairie, TX 75051
7. Some projects may require you to quote installation and assembly, if required, for an additional price.

The Grand Prairie ISD participates in the Educational Purchasing Cooperative of North Texas (EPCNT) There are several governmental entities which utilize this organization for potential purchases. A complete list may be viewed at

<http://www.lisd.net/purchasing/NTEPChomepage1.htm>

Governmental entities utilizing Internal Governmental contracts with the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Grand Prairie ISD will be billed directly to that governmental entity and paid by that governmental entity. Grand Prairie ISD will not be responsible for another governmental entity's debts. Each governmental entity will order material/service as needed and issue the appropriate purchasing documents/contracts.

BIDDER'S CERTIFICATE

This bidder, the below named firm, hereby submits bid prices as shown for furnishing the items listed herein, delivered in the quality and dimensions specified, and subject to the conditions listed under "Bid Specifications and Conditions." Bid prices shown are net and include all charges. Descriptive and illustrative material, including specifications and data sheets, and all other proposals accompanying this bid are considered to be an integral part of this bid offer.

FIRM'S NAME

ADDRESS

CITY & STATE

ZIP CODE

EMAIL

TELEPHONE

FAX

AUTHORIZED SIGNATURE

DATE

POSITION WITH COMPANY

Our discount offered during the period of March 2009 to February 2010 is _____%

We will provide firm quotes, including freight, etc, upon request YES NO

We will consider a second year option in February 2010 YES NO

We will consider a third year option in February 2011 YES NO

INTERLOCAL AGREEMENT CLAUSE - Should the governmental entities, referenced above, elect to participate in this contract, would you, (the vendor) agree that all terms, conditions, specifications, and pricing would apply?

YES NO

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Non-Collusion Statement

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

Note: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Grand Prairie Independent School District.

FIRM'S NAME

NAME OF AUTHORIZED INDIVIDUAL (printed or typed)
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AUTHORIZED SIGNATURE	DATE
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POSITION WITH COMPANY

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination contract.”

This Notice Is Not Required of a Publicly Held Corporation

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME:

Check the appropriate box and sign the form.

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE: _____

- My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE: _____

- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: _____

Details of Conviction(s):

AUTHORIZED SIGNATURE: _____