

To Be Published April 24 & 27, 2009

NOTICE TO BIDDERS

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

2:00 P.M. – June 23, 2009
All responses will be publicly opened.

FOR:

SPECIALTY PRINTING, MONOGRAMING & SIGNAGE

Prospective bidders may secure further information and specifications at 2602 South Belt Line Road or

http://www.gpisd.org/departments/business/purchasing/current_bids.html

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. 09-44

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.

BID SPECIFICATIONS AND CONDITIONS

1. The Grand Prairie Independent School District requests sealed bids for the contract period of August 1, 2009 through July 31, 2010.
2. 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. Latest pricing information (catalog or computer printout) should be submitted with bid at bid opening.
3. This bid may be awarded by category of product or as a total award, whichever appears to be advantageous to the District. Award of the bid is not limited to one category per vendor. The latest catalog with accompanying manufacturers' list prices, bidders best discount, stock availability, reputation of brand names offered, and reputation of the bidder will be used to determine primary and secondary suppliers.
4. A copy of the catalog or store shelf list from which prices will be obtained should accompany the bid response. Receipt of this catalog at the bid opening will expedite the bid analysis.
5. The Grand Prairie Independent School District 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 ensure 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. Grand Prairie Independent School District does not operate under a set-aside program.
6. Convenient accessibility for acquisition of items is a priority concern. Warehouse facilities are a requirement for this bid and the successful bidder must maintain a sufficient inventory.
7. Although your firm may not offer a discount off existing prices, **it is necessary for compliance with current state bidding requirements that you complete the bidders certificate in order to do business with the District**

INTERLOCAL AGREEMENT CLAUSE

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

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.

SPECIALTY PRINTING, MONOGRAMMING, BUILDING SIGNAGE

SCOPE: The Grand Prairie ISD seeks proposals for specialty needs as identified below. Pricing shall include all cost including all set up fees, materials, labor, and shipping and handling in order to provide a completed project as required by the end user.

GENERAL: This bid will serve as the vehicle to allow campuses and student groups to secure pricing for projects during the 2008-2009 school year. Each project will vary in quantity, detail and timeliness of delivery and may include any or all of the following categories:

- Bumper stickers
- Window and door glass decals/stickers
- Silk Screening
- Ribbons
- Press (iron) on lettering
- Garment Monogramming /Embroidery
- Interior and Exterior Directional Signage
- Message Boards
- Traffic Signage
- Exterior Marquee
- Vinyl Banners
- Sewn Banners
- Custom Designed Stationary

SPECIFICATIONS: All statements are intended to be a guideline, not a standard for the type printing needs anticipated by the district.

- Bumper stickers – standard 3” x 10” with pressure sensitive backing; true color 3.0 - 4.5 mil vinyl with 1.0 – 3.0 mil clear polypropylene;
- Window and door glass decals/stickers – one and two sided capability; 3”x5” up to 8½”x11”;
- Silk Screening – as associated with “T”-shirts and active sports wear; up to 5 colors; “T’s” should be 5.4 to 6.1 and available in 50/50 and 100% cotton
- Ribbons – varying widths and lengths with 2-3 color print on solid fabric; i.e. spirit “fight” ribbons, contest awards, promotional ribbons; with and without string and
- Press (iron) on lettering – as associated with athletic uniforms and caps

- Garment Monogramming/Embroidery – as associated with custom/designer athletic uniforms, golf type shirts, caps and other needs utilizing needle work; capabilities to provide “fill stitch” and “satin stitch” with appropriate backing materials; patches – chenille with and without “outline stitch”
- Interior/Exterior Directional Signage – stadium signs for identifying sections, customer facilities, etc; capability to provide signs with reverse screening; includes option for mounting brackets and hardware; molded plastic and cast aluminum letters
- Message Boards – Electronic reader board; 2-line, 3-color; programmable from on-site or off-site computer;
- Traffic Signage – standard signs for designating traffic flow, parking, and custom made signs; potential for including poles, posts and hardware
- Exterior Marquee - Lexan type sign with logo and 2-line track for changeable letters; option for 6” replacement letters; should include service and repair/replacement capabilities for new and existing marquees;
- Vinyl Banners – varying sizes; typically 2-color; interior and exterior with grommets and nylon rope for attaching banners;
- Sewn Banners – varying sizes; 2-color; interior with or without grommets
- Custom Designed Stationary – varying sizes and color; created for special purpose or emphasis

Due to the unknown needs by each of the user departments, the district will make a multiple award. Campuses and/or departments will have the flexibility to work with the vendor capable of meeting their needs in a timely, efficient, economical, and professional manner.

MUST RETURN THIS PAGE

COMPANY NAME: _____

BID RESPONSE

Please indicate your company's capabilities for the category/categories shown below:

Bumper stickers	YES	NO
Window and door glass decals/stickers	YES	NO
Silk Screening	YES	NO
Ribbons	YES	NO
Press (iron) on lettering	YES	NO
Garment Monogramming /Embroidery	YES	NO
Interior and Exterior Directional Signage	YES	NO
Message Boards	YES	NO
Traffic Signage	YES	NO
Exterior Marquee	YES	NO
Vinyl Banners	YES	NO
Sewn Banners	YES	NO
Custom Designed Stationary	YES	NO

OTHER SPECIALTY PRINTING
Specify: _____

Prices will reflect ____% off the established price list. YES NO . If NO, indicate the basis you will use for pricing. _____

Our firm will accept orders using district purchase orders. YES NO

There is a minimum order of: \$ _____

All orders will include set up fees and delivery charges. YES NO

MUST RETURN THIS PAGE

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
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EMAIL

TELEPHONE	FAX
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AUTHORIZED SIGNATURE	DATE
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POSITION WITH COMPANY

Should these governmental entities elect to participate in this contract, would you, (the vendor) agree that all terms, conditions, specifications, and pricing would apply? YES NO

MUST RETURN THIS PAGE

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: _____

MUST RETURN THIS PAGE

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)

AUTHORIZED SIGNATURE

DATE

POSITION WITH COMPANY

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government 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 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 doing business 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 September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE FORM
For vendor or other person doing business with local governmental entity

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. 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 from the filer of the questionnaire?

Yes No

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

Yes No

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

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the governmental entity

Date

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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AUTHORIZED SIGNATURE: _____