

# 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 30, 2009  
All responses will be publicly opened at that time

FOR:

### SYMBOLS OF RECOGNITION AND GIFTS OF EXPRESSION

Prospective bidders may secure further information and specifications at 2602 South Belt Line Road, Grand Prairie, TX 75052 or [http://www.gpisd.org/departments/business/purchasing/current\\_bids.html](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. 09-45

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. This bid may be renewed at anniversary and extended for an additional year.
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](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.

Scope: The District anticipates expenditures for symbols of recognition totaling \$40,000 during the fiscal year 2009-10. Offerors should provide a product list (catalog, printout, etc.) along with discounts offered for symbols of recognition as listed below.

Quantities: Each department (campus) will assemble their orders separately with individual billing. Quantity, style, etc., to be determined as needed.

Pricing: Pricing or discounts must be effective for the duration of the period shown herein. The District will review pricing prior to the anniversary for consideration of extending the bid.

## PRODUCT SPECIFICATIONS FOR SYMBOLS OF RECOGNITION

- I. Trophies
  - A. Bases optional solid marble or plastic simulated marble
  - B. Figures/cups optional molded plastic only
    1. Small - 4"
    2. Medium - 5"
    3. Large - 6"
  - C. Pedestal or Risers - solid wood, simulated wood (press wood with veneer) or plastic simulated wood grain
    1. 2"
    2. 5"
    3. 10"
  - D. Trim - plastic molded with variety of options
  - E. Engraving
- II. Plaques - solid wood or simulated wood grain base with metal plate for engraving
  - A. Plate sizes 4x6 up to 16x20
  - B. Rosettes
  - C. Engraving
- III. Ribbons - cut ribbon material with printed information
  - A. 10"-12"x2½"
  - B. 10"-12"x2½" with rosette
  - C. 8-9"x2" with string and card
- IV. Medallions - 1¼"-1½" metal cast emblem on ribbon
  - A. Worn around neck
  - B. Pin on
- V. Lapel Pins - cast metal (District Logo)
  - A. w/o stone
  - B. w/stone
- VI. Other Items, including but not limited to, die cast tokens or charms, simulated "dog-tags", etc.

## PRODUCT SPECIFICATIONS FOR GIFTS

Gifts of sympathy, well wishes, and congratulations may include but not be limited to the following:

Blooming Plants

Green Plants

Funeral Sprays

Funeral Baskets

Mixed Bouquets

Balloon Bouquets

Fruit Baskets

Gift Baskets

Corsages

Boutonnieres

Roses

Bud Vases

Silk Arrangements

Tins of Popcorn (flavor variety)

Spirit Items

Gifts of Appreciation

COMPANY NAME: \_\_\_\_\_

**RETURN  
THIS PAGE**

DISCOUNT OFFERED FOR GIFTS  
Please mark all applicable services

<b>SERVICE/PRODUCT OFFERED</b>			<b>DISCOUNT OFFERED</b>
Blooming Plants	YES	NO	%
Green Plants	YES	NO	%
Funeral Sprays	YES	NO	%
Funeral Baskets	YES	NO	%
Mixed Bouquets	YES	NO	%
Balloon Bouquets	YES	NO	%
Fruit Baskets	YES	NO	%
Gift Baskets	YES	NO	%
Corsages	YES	NO	%
Boutonnieres	YES	NO	%
Roses	YES	NO	%
Bud Vases	YES	NO	%
Silk Arrangements	YES	NO	%
Tins of Popcorn (flavor variety)	YES	NO	%
1/2 gal.	YES	NO	%
1 gal.	YES	NO	%
5 gal.	YES	NO	%
Spirit Items	YES	NO	%
Gifts of Appreciation	YES	NO	%

Identify other charges for:

Wired out orders: \_\_\_\_\_ minimum \_\_\_\_\_ service charge

Delivery: \$\_\_\_\_\_ in town (Grand Prairie) \$\_\_\_\_\_ out of town  
\_\_\_\_\_ miles radius

Minimum order amount for delivery: \_\_\_\_\_

List any delivery exceptions, i.e., holidays, weekends, etc.:

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**COMPANY NAME:** \_\_\_\_\_

**DISCOUNT OF FOR SYMBOLS OF RECOGNITION**

- A. Title and publish date of the catalog from which pricing is to be obtained and discount is offered: \_\_\_\_\_
- B. Have you provided a copy of the catalog with the bid response?  
Yes            No
- C. Is your period of discount offering from September 2007 to August 2008?  
Yes            No
- D. Can you provide additional copies of the pricing catalog upon request?  
Yes            No
- E. Will your company accept district purchase order numbers for materials picked up by authorized employees? Yes            No
- F. **OPTIONAL YEARS**
- Upon review in May 2010, the District will consider a second year option.  
Will you consider a second year option? Yes            No  
If yes, \_\_\_\_\_% or \$\_\_\_\_\_.
  - Upon review in May 2011, the District will consider a third year option.  
Will you consider a third year option? Yes            No  
If yes, \_\_\_\_\_% or \$\_\_\_\_\_.
- G. Comments or deviations from specifications:

**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
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ADDRESS
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CITY & STATE	ZIP CODE
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EMAIL
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TELEPHONE	FAX
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AUTHORIZED SIGNATURE	DATE
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POSITION WITH COMPANY
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**INTERLOCAL AGREEMENT**

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

<b>COMPANY NAME:</b>
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**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):    
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**AUTHORIZED SIGNATURE:** \_\_\_\_\_