



Purchasing Office  
2602 South Beltline Road  
Grand Prairie, TX 75052

05 May 2009

TO: Prospective Vendors  
FROM: Office of Purchasing  
RE: Bid for “Automotive Replacement Parts, Equipment and Tools”

It is estimated that our district will have expenses exceeding \$30,000.00 during the period of August 2009 to July 2010 for parts, equipment and tools used in a fleet maintenance program

For your company to be qualified as an approved vendor and be eligible for participation during this period of time, it is mandatory that you respond to this bid invitation.

The time line for this invitation to participate will be:

- Deadline for submitting necessary documents 28 May 2009, 10:30 AM
- Beginning of contract period 1<sup>st</sup> August 2009

attachment – Notice to Bidders

# NOTICE TO BIDDERS

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

10:30 A.M. – May 28, 2009  
at which time all responses will be publicly opened

FOR:

REPLACEMENT PARTS FOR VEHICLE FLEET

Prospective bidders may secure further information and specifications at [http://www.gpisd.org/departments/business/purchasing/current\\_bids.html](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. 09-68

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 1<sup>st</sup> August 2009 through 31<sup>st</sup> July 2010 for truck and bus parts (OEM, NEW, REBUILT, RECONDITIONED, ETC.), tools and equipment.
2. The District is accepting bids for unanticipated purchases of miscellaneous auto parts. The purchase of these products will be made on an "as needed" basis using a purchase order. Because of convenience and accessibility, this bid award will be made to multiple vendors.
3. 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.**
4. 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. If no catalog exists please quote discounts from established store prices.
5. Your DISCOUNT OFF CATALOG PRICES must be firm and not subject to change unless a greater discount is offered for the 2009-2010 school year. If at any time during the school year your prices drop to the general public and prices are below the discount offered, you will also allow our school district to benefit from the decreased pricing. This bid may be renewed at anniversary and extended for a period of up to ONE additional year.
6. A copy of the catalog or shelf list price from which prices will be obtained must accompany the bid response. This catalog must be received at the bid opening in order to expedite the bid analysis. The successful bidder must provide three (3) copies of the pricing catalogs within 10 days of bid award.
7. This catalog 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 and location of the bidder. Latest pricing information (catalog or computer printout) must be submitted with bid at bid opening. Convenient accessibility for acquisition of items is a priority concern since the nature of our business necessitates prompt repair. Local warehouse facilities are a requirement for this bid, and the successful bidder must maintain a sufficient inventory.
8. The successful bidder must be able to deliver items within one working day (24 hours).

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## **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.

Should these 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

COMPANY NAME:
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## 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	

PERCENT OF DISCOUNT OFFERED \_\_\_\_\_ %

- A. Is your period of discount offering from August 2009 to July 2010?  
Yes \_\_\_\_ No \_\_\_\_
- B. Will your firm accept district purchase order numbers for materials picked up by authorized employees? Yes \_\_\_\_ No \_\_\_\_
- C. If purchase orders are not accepted, describe procedure that will allow purchaser to have firm pricing prior to receiving materials.  
\_\_\_\_\_  
\_\_\_\_\_
- D. Is delivery service available within 24 hours? Yes \_\_\_\_\_ No \_\_\_\_\_
- E. Upon review in June 2010, the District will consider a second year option. Will you consider a second year option?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, \_\_\_\_\_ % or \$ \_\_\_\_\_.

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COMPANY NAME:

## REPLACEMENT PARTS FOR VEHICLES

This bid includes parts for a fleet of 150+ vehicles:

- Trucks, light to medium duty type
- School buses
- General retail vehicles
- Trucks, heavy duty delivery type
- Passenger vehicles

Also included in this bid will be:

- Original Equipment Manufactured (OEM) parts for domestic and foreign made vehicles
- Specialty Items for school buses, including but not limited to body parts, interior parts, decals, and signs
- New, rebuilt, reconditioned items

The district is aware that specialty items are not carried by all vendors and will identify such during the award of this bid.

# 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.

**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:** \_\_\_\_\_