

REQUEST FOR BID

PURCHASING DEPARTMENT
San Felipe Del Rio Consolidated
Independent School District
205 Memorial Drive/P.O. Box 428002
Del Rio, Texas 78842-8002
Phone: A/C (830) 778-4047
Please submit bid no later than:

6 April 2011
BID No. 12-06
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Thursday, April 28, 2011
Am) 2:00 Pm)

Price to be F.O.B. DESTINATION and must be extended.

BID NUMBER 12-06

The San Felipe Del Rio Consolidated Independent School District is requesting sealed bids on LIBRARY AND CLASSROOM BOOKS, MISCELLANEOUS SUPPLIES AND EQUIPMENT FOR CAMPUSES & RESOURCE AIDES, MEDIA SUPPLIES, COMPUTER RELATED SUPPLIES, ETC., on the enclosed bid form. The sealed bids will be accepted in the Purchasing Department, SFDR CISD Administration Building, 205 Memorial Drive, Del Rio, Texas 78840 until 2:00 P.M. on Thursday, April 28, 2011.

Bids must be submitted in a sealed envelope plainly marked with the bidder's name and bid number. Please use the attached adhesive label and use on your envelope as a mailing label. If not submitting bid, please return bid form stating such.

PLEASE TYPE OR PRINT COMPANY NAME IN UPPER RIGHT HAND PORTION OF EACH BID SHEET IN THE SPACE PROVIDED FOR THIS PURPOSE.

Bids received after the time and date specified will be returned unopened. Bidders are invited to be present at the opening of this bid on the date and hour specified. The company's authorized representative in the space provided must sign bid document.

Questions in regard to this bid must be submitted to the Purchasing Department, 205 Memorial Drive, Del Rio, Texas 78842 for clarification.

IMPORTANT NOTES: BID RESPONSES ARE TO BE TYPED OR PRINTED LEGIBLY in order for the information to be evaluated properly and accurately. If the Purchasing Department is unable to clearly decipher response, it will not be considered.

All pricing information obtained from or provided by the company and all invoices must show original cost of item(s) being ordered, less discount offered (if applicable) and total cost to district.

NOTICE: The attached Conflict of Interest questionnaire must be filled out and returned with bid document. The SFDR CISD must have a current questionnaire on file in order to do business with your company.

THIS BID IS A FIRM OFFER WHICH SHALL BE IRRECOVABLE AND OPEN FOR ACCEPTANCE FOR CALENDAR DAYS (60 CALENDAR DAYS UNLESS OTHERWISE SPECIFIED) FROM THE DATE SET FOR BID SUBMISSION. NOTE: Use this form. If necessary to go into details, attach a letter. Exclude Federal and State Tax.

BY: PAULA JOHNSON, PURCHASING AGENT

BID CONTINUATION SHEET
Paula Johnson, Purchasing Agent
San Felipe Del Rio Consolidated I.S.D.
205 Memorial Drive/P.O. Box 428002

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S P E C I F I C A T I O N S

1. This bid will remain firm from date of award through August 31, 2011, with an option to renew bid contract for the 2011-2012, 2012-2013, and 2013-2014 school year. **Renewal will be automatic unless successful vendor notifies the SFDR CISD it wishes to terminate bid contract after the 2011-2012 school year.** It being understood the District reserves the right to re-bid if deemed to be in the best interest of the San Felipe Del Rio Consolidated Independent School District.

With each printing of a new company catalog, the company awarded bid will be required to send 50 catalogs in order for the Purchasing Agent to dispense throughout district locations.

I have read and concur with automatic renewal through the 2013-2014 school calendar year and agree to automatically supply district with current catalogs throughout bid period.
YES _____ NO _____

Authorized Signature: _____

2. Bid will not be considered if a minimum order is requested.

3. **Preference** will be given to all quoted catalog prices F. O. B Destination, Del Rio, Texas 78840. If your company intends to charge freight for items ordered and shipped to the SFDR CISD, vendor MUST state freight charges on page 5. All discounts and freight charges must be listed on *bid document*. The district will pay no hidden charges or freight costs not listed on *bid document*.

I have read and understand all costs, discount and freight charges must be listed **on page 5 of bid document**. YES _____ NO _____

Authorized Signature: _____

4. Bidders are to provide percentage discounts from catalog prices. Current catalog or complete price list must accompany bid. If catalogs are not available, please so state.

5. Bidders awarded bid must provide catalogs, if applicable, for each campus and administrative location, as well as one for the Purchasing Department. Exact number will be requested upon award.

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6. Purchases from other sources: The school district reserves the exclusive option to purchase through open market advertisement bulk quantities of all equipment listed herein when determined to be in the purchaser's best interest. The school district shall be sole judge as to both "bulk quantities" and the "purchaser's best interest."
7. Determination of product performance and equality will be the sole Right of the District.
8. This is an "open catalog" bid for purchases as funds become available; however, there is no commitment to purchase any given number of products.

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BIDDER NAME

GENERAL BID CONDITIONS

The San Felipe Del Rio Consolidated Independent School District is interested in selecting several vendors offering the lowest "net" price for Library Books and related miscellaneous supplies. Percentage discount from catalog prices and competitiveness of catalog prices will both be considered in the selections. If catalogs are not available, vendor must still offer discount off all stock.

The District will not award Discount bid to any one vendor. Multiple vendors will be awarded this bid. There will be no primary vendor for the general purchase of Books and related miscellaneous supplies. The order will be placed with the company offering the best quality merchandise at the lowest cost for each particular need. The District reserves the right to determine the quality of merchandise required for each purchase.

Payment, unless otherwise stated under "Discount Terms" on page one of the bid form, will be net thirty (30) days after acceptance of delivery or receipt of correct invoice, whichever comes later. All invoices must show original cost of each item(s), less discount offered (if applicable) and total cost to district.

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All contracts and agreements between merchants and the San Felipe Del Rio Consolidated Independent School District shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1990 by the American Law Institute in the National Conference of Commissioners on Uniform State Laws. (Reference: Uniform Commercial Code, 1990 official text).

During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, sexual orientation, or handicapping condition.

All pricing information obtained from or provided by the company and all invoicing must show the original cost per item(s), less discount offered (if applicable), and total cost to district.

I have read and understand all original costs, discount and total cost must be provided district and must show on all invoicing. YES _____ NO _____

Authorized Signature: _____

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BIDDER NAME

PRICING

DISCOUNT BID

The following **discount** will be given to the San Felipe Del Rio Consolidated Independent School District on orders placed on any items and/or equipment included in our company's catalogs and/or typed lists enclosed as part of this bid.

I certify that my company is a "resident bidder"

Signature: _____ Date: _____

If you qualify as a "non-resident bidder" you must furnish the following.

What is your resident state? (The state your principal place of business is located.)

City State Date

Company Address

(A) Does your "residence state" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence State" means the state in which the principal place of business is located.
YES _____ NO _____

(B) What is the amount or percentage? _____%

I certify that the above information is correct.

Typed Name

Signature of Authorized Official

Position

Company Name

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BIDDER NAME

DECLARATION OF COMPLIANCE

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Pursuant to the State of Texas Legislative Senate Bill No. 1, Section 44.043, Notification

of Criminal History, **the undersigned affirms this firm is ___/is not___ owned or operated by anyone who has been convicted of a felony.** This statement is not required by a publicly-held corporation.

Also, pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Item I. Procurement and Suspension and Debarment Compliance requirements under Federal statutes, **the undersigned affirms this firm is ___/is not___ suspended or debarred from participation in federal contracts when expenditures to the vendor are in excess of \$25,000 in the aggregate over a twelve month period.**

PANY _____COM

SIGNATURE OF PERSON RESPONSIBLE FOR PROPOSAL

NAME (TYPE OR PRINT) TITLE

PHONE FAX E-MAIL

DATE

FEDERAL ID# OR SOCIAL SECURITY #: _____

ORDER ADDRESS: REMITTANCE ADDRESS:

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BIDDER NAME

(Fill out **ONLY** if company is Sole Source on a particular item or items).

SOLE SOURCE AFFIDAVIT

Before me, the undersigned official, on this day, personally appeared _____, a person whose signature appears below, who after being duty sworn upon his oath deposed and said:

1. My name is _____. I am over the age of 18, have never been convicted of a crime and competent to make this affidavit”.

2. I am an unauthorized representative of the following company or firm:

3. The above named company or firm is the sole source of the following item(s) or product(s):

4. Competition in providing the above named items(s) or product(s) is precluded by the existence of a patent, copyright, secret process or monopoly.

5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose of function and there is only one price for the above named item(s) or product(s) because of exclusive distribution or marketing rights.

Signature

SUBSCRIBED AND SWORN to before me on this _____ day of _____.

Notary Public, State of _____

Print Name: _____

My Commission Expires: _____

(Seal)