

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT  
SEALED PROPOSAL NO. 090420  
ROSITA VALLEY ELEMENTARY/ROSITA VALLEY LITERACY ACADEMY  
CAMPUS FURNITURE AND EQUIPMENT**

**1.0 INTENT AND SCOPE**

- 1.1 It is the intent of the Eagle Pass Independent School District (EPISD) to meet the capital outlay purchase requirements for campus furniture and equipment for the new campuses of **ROSITA VALLEY ELEMENTARY/ROSITA VALLEY LITERACY ACADEMY** for use by the EPISD during the upcoming 2009-10 school year. All purchases associated with this proposal will be subject to funding availability for the 2009-10 school year.
- 1.2 The scope of work will entail providing and delivering the furniture and equipment in a timely manner to the EPISD for its anticipated use during the 2009-10 school year. The
- 1.3 **PRE-PROPOSAL CONFERENCE** - All vendors submitting proposals are invited, but not required, to attend a pre-proposal conference on Thursday, April 16, 2009 at 10:00 a.m. at the EPISD Department of Purchasing located at 1654 Veterans Blvd., Eagle Pass, Texas.
- 1.4 **PROPOSAL DEADLINE** - All vendor proposals for the purchase of **ROSITA VALLEY ELEMENTARY/ROSITA VALLEY LITERACY ACADEMY CAMPUS FURNITURE AND EQUIPMENT** will be accepted until **FRIDAY, APRIL 24, 2009 AT 2:00 P.M.** The vendor's proposal should comply with the specifications and requirements as outlined in this sealed proposal.

**2.0 PROPOSAL SPECIFICATIONS AND REQUIREMENTS**

- 2.1 **PROPOSALS** - All proposals must be submitted on the attached proposal sheet and must be accompanied by a catalog and/or reference sheet indicating the items proposed. All proposals must be submitted in the order specified on the proposal checklist in order to facilitate the submission and evaluation of proposals.
- 2.2 **APPROVED ORDERS** - The EPISD Department of Purchasing will begin placing orders to the awarded vendor(s) upon approval of proposal by the EPISD Board of Trustees. All transactions will require a bona-fide purchase order. **No** sales will be allowed without a previously authorized purchase order.
- 2.3 **PRICING** - All submitted prices must be fixed and set for until December 31, 2009 in order to insure the EPISD the opportunity to purchase any additional items throughout the school year.
- 2.4 In order to maintain a level of standardization that the EPISD has attained with regards to classroom and office furniture, all vendors are encouraged to propose the items as specified and must include the brand and item number.
- 2.5 **COLOR SELECTION** - The final color selection will be determined by the EPISD upon award of the contract.
- 2.6 **QUANTITIES** - The quantities specified are estimates and are subject to change by the EPISD upon award of the contract.

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2.7 **SHIPPING/DELIVERY** - All furniture and equipment must be delivered F.O.B. Eagle Pass, Texas. Furniture and equipment are to be delivered to the EPISD Central Receiving Warehouse at 1654 Veterans Blvd., Eagle Pass, TX 78852.

2.7.1 All furniture and equipment must be shipped and packaged in commercial containers manufactured as to insure acceptable and safe delivery at the lowest shipping rate to the point of delivery called for in this proposal and purchase order.

2.7.2 No assembly or installation charges will be required to be included with this proposal.

2.8 **RETURNS/EXCHANGES** - Vendors must accept and agree to returns and exchanges regarding the items in this proposal. The returns and exchanges will be based on damaged furniture and/or items shipped incorrectly.

**3.0 SELECTION CRITERIA**

3.1 The evaluation of the proposals will be based on the following factors.

- Overall Cost to EPISD
- Adherence to Specifications and Requirements
- Service History of Vendor
- Vendor Experience and Qualifications for Services
- Other Factors considered relevant by EPISD

3.2 The Department of Purchasing for the EPISD will use the above referenced criteria to recommend the best and lowest value to the EPISD Board of Trustees.

3.3 **REJECTION OF PROPOSAL** - The EPISD reserves the right to reject any or all proposals and it is not the policy of the EPISD to award contracts for service on the basis of price alone; other controlling factors may be considered.

3.4 **AWARD of PROPOSAL** - The EPISD will contract and award this proposal on an "All or None" basis and will only consider alternate proposals at the discretion of the EPISD.

**4.0 SPECIAL NOTES**

4.1 All sealed proposals must be **MAILED** to:

EAGLE PASS INDEPENDENT SCHOOL DISTRICT  
DEPARTMENT OF PURCHASING  
ARTURO SALINAS, DIRECTOR OF PURCHASING  
1420 EIDSON ROAD  
EAGLE PASS, TX 78852

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4.2 All sealed proposals may be **DELIVERED IN PERSON** to:

EAGLE PASS INDEPENDENT SCHOOL DISTRICT  
DEPARTMENT OF PURCHASING  
ARTURO SALINAS, DIRECTOR OF PURCHASING  
1654 VETERANS BLVD.  
EAGLE PASS, TX 78852

4.3 Any questions or concerns regarding this proposal must be directed to **Arturo Salinas, Director of Purchasing**, at (830) 773-5181 or at the Eagle Pass ISD Department of Purchasing located at 1654 Veterans Blvd., Eagle Pass, Texas 78852.

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**PROPOSAL CHECKLIST**

1. Invitation to Bid Response
2. Non-Collusion Statement
3. Felony Conviction Notice
4. Debarment and Suspension Certificate Certifying Statement
5. Conflict of Interest Questionnaire (CIQ)
6. Deviation/Compliance Form
7. Out of State Certifying Statement
8. Historically Underutilized Business (HUB) Certifying Statement
9. Certification of Criminal History Record Information
10. Proposal Sheet (2.1)
11. Pricing (2.3)

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**PROPOSAL SHEET**

ITEM No.	QTY.	DESCRIPTION	UNIT COST
1	20	<p><b><u>CAFETERIA TABLE</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 30" x 144"</li> <li>▪ Stool table 15" high stools</li> <li>▪ Composite edge</li> <li>▪ 12 or 16 stools per table</li> <li>▪ <b>VIRCO Model No. MTS15271212, MTS15271216, or Equal</b></li> </ul> <p>BRAND: _____</p>	<p>\$ _____ 12 stools</p> <p>\$ _____ 16 stools</p>
2	20	<p><b><u>CAFETERIA TABLE</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 60"</li> <li>▪ Round Table</li> <li>▪ Composite edge</li> <li>▪ <b>VIRCO Model No. MT60R or Equal</b></li> </ul> <p>BRAND: _____</p>	<p>\$ _____</p>
3	6	<p><b><u>CAFETERIA TABLE</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 30" x 144"</li> <li>▪ Mobile Table</li> <li>▪ Composite edge</li> <li>▪ <b>VIRCO Model No. MT30144 or Equal</b></li> </ul> <p>BRAND: _____</p>	<p>\$ _____</p>
4	60-80	<p><b><u>ACTIVITY TABLES</u></b></p> <ul style="list-style-type: none"> <li>▪ Round (48")</li> <li>▪ Kidney (48" x 72")</li> <li>▪ Rectangle (24" x 60" and 30" x 72")</li> <li>▪ Horseshoe (60" x 66")</li> <li>▪ Clover (48")</li> <li>▪ <b>VIRCO Model No. 4848R, 48KID72, 482448, 482460, 48HORSE60, and 48CLO48 or Equal</b></li> </ul> <p>BRAND: _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

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5	1000-1200	<p><b><u>STUDENT CHAIR (SOFT PLASTIC)</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 12", 14", 16", and 18"</li> <li>▪ Soft Plastic Material for seats and backs</li> <li>▪ <b>FOUR (4) LEG CHROME FRAME BASE</b></li> <li>▪ For use in classroom and/or cafeteria</li> <li>▪ <b>VIRCO Model No. 2012, 2014, 2016 and 2018 or Equal</b></li> </ul> <p>BRAND: _____</p>	\$ _____
6	1000-1200	<p><b><u>OPEN-FRONT STUDENT DESK</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 22-30" x 24" (Adjustable Height)</li> <li>▪ Upper Black Legs and Lower Chrome Legs</li> <li>▪ High pressure laminate finish for strength &amp; durability</li> <li>▪ Tubular Steel Frame &amp; Metal Book Box</li> <li>▪ <b>VIRCO Model No. 785MBB or Equal</b></li> </ul> <p>BRAND: _____</p>	\$ _____
7	80-100	<p><b><u>TEACHER DESK</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 30" x 30" x 48"</li> <li>▪ Single Pedestal with five (5) locking drawers</li> <li>▪ High pressure laminate finish for strength &amp; durability</li> <li>▪ Black T-mold banding for round edges &amp; Chrome Legs</li> <li>▪ <b>VIRCO Model No. 543 or Equal</b></li> </ul> <p>BRAND: _____</p>	\$ _____
8	100-120	<p><b><u>TASK CHAIR</u></b></p> <ul style="list-style-type: none"> <li>▪ Grade 3 Fabric</li> <li>▪ Seat Height Adjustment/ 360° Swivel</li> <li>▪ <b>HON Model No. 5902 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
9	100-120	<p><b><u>COMPUTER TABLE</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 24" x 60"</li> <li>▪ Must include keyboard trays (2) and wire management panel</li> <li>▪ High pressure laminate finish for strength &amp; durability</li> <li>▪ Black T-mold banding for round edges &amp; Chrome Legs</li> <li>▪ <b>VIRCO Model No. 872460 or Equal</b></li> </ul> <p>BRAND: _____</p>	\$ _____
10	100-120	<p><b><u>FILE CABINET (LETTER SIZE)</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 23 ½" W x 26" D x 52" H</li> <li>▪ Four-drawer cabinet with lock</li> <li>▪ <b>HON Model No. 314P Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____

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11	10-20	<p><b><u>LATERAL FILE</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 30" W</li> <li>▪ <u>Color:</u> Charcoal</li> <li>▪ 2 Drawers</li> <li>▪ <b>HON Model No. 432L Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
12	2	<p><b><u>BOW FRONT DESK</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 72" W x 36" D x 29 1/2" H</li> <li>▪ Double Pedestal Desk</li> <li>▪ <b>HON Model No. 10595 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
13	2	<p><b><u>KNEESPACE CREDENZA</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 72" W x 24" D x 29 1/2" H</li> <li>▪ <b>HON Model No. 10543 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
14	6	<p><b><u>SINGLE PEDESTAL DESK</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 66" W x 30" D x 29 1/2" H</li> <li>▪ <b>HON Model No. 10584L or 10583R Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
15	6	<p><b><u>RETURN</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 42" W x 24" D x 29 1/2" H</li> <li>▪ <b>HON Model No. 10512L or 10511R Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
16	8	<p><b><u>STACK-ON STORAGE</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 72" W x 14 5/8" D x 37 1/8" H</li> <li>▪ <b>HON Model No. 10534 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
17	2	<p><b><u>BOAT SHAPED CONFERENCE TABLE</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 96" L x 46" W x 29" H</li> <li>▪ Slab Base w/ Matching Edge</li> <li>▪ <b>HON Model No. BS4496 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
18	4	<p><b><u>CORNER TABLE</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 24" L x 24" W x 20" H</li> <li>▪ <b>HON Model No. 80192 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____

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19	10-20	<p><b><u>HIGH BACK CHAIR</u></b></p> <ul style="list-style-type: none"> <li>▪ Grade 3 Fabric</li> <li>▪ 360° Swivel &amp; Tilt</li> <li>▪ Tilt Tension/Tilt Lock</li> <li>▪ Pneumatic Seat/Height Adjustment</li> <li>▪ <b>HON Model No. 2071 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
20	10-20	<p><b><u>GUEST CHAIR</u></b></p> <ul style="list-style-type: none"> <li>▪ Grade 3 Fabric</li> <li>▪ <b>HON Model No. 2073 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
21	10-20	<p><b><u>GUEST CHAIR</u></b></p> <ul style="list-style-type: none"> <li>▪ Grade 3 Fabric</li> <li>▪ <b>HON Model No. 4003 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
22	10-20	<p><b><u>BOOKCASE</u></b></p> <ul style="list-style-type: none"> <li>▪ 4-Shelf and 5-Shelf</li> <li>▪ <b>HON Model No. 105534 or 105535 Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____
23	40-60	<p><b><u>STEEL BOOKCASE</u></b></p> <ul style="list-style-type: none"> <li>▪ <u>Size:</u> 3-Shelf, 4-Shelf, and 5-Shelf</li> <li>▪ <b>HON Model S42ABC, S48ABC, or S72ABC Only</b></li> </ul> <p>BRAND: _____</p>	\$ _____