

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT  
SEALED BID NO. 090629  
GENERAL/OFFICE SUPPLIES, FURNITURE, AND EQUIPMENT**

**1.0 INTENT AND SCOPE**

- 1.1 It is the intent of the Eagle Pass Independent School District (EPISD) to request vendor bids for the 2009-10 bid contract for **GENERAL/OFFICE SUPPLIES, FURNITURE, AND EQUIPMENT** for use by the campuses and departments of the EPISD.
- 1.2 The EPISD currently has nineteen (19) elementary schools, two (2) junior high schools, and two (2) high schools.
- 1.3 The scope of this bid contract will entail providing these supplies to the campuses and departments of the EPISD at a discounted catalog price. The EPISD will not award this bid to an individual company but make the discounted pricing available to all campuses and departments for their use during the 2009-10 fiscal year.
- 1.4 All vendor bids for **GENERAL/OFFICE SUPPLIES, FURNITURE, AND EQUIPMENT** will be accepted until **TUESDAY, JUNE 2, 2009 AT 3:00 P.M.** The vendor's bid should comply with the specifications and requirements as outlined in this sealed bid.

**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 **TERM OF BID CONTRACT** - The length of this bid or purchase contract will be for a period of one (1) year to commence on **September 1, 2009 and end on August 31, 2010.**
- 2.3 **BID EXTENSION** - To the extent provided, the EPISD at its sole option may elect to renew this bid contract for **ONE (1) ADDITIONAL YEAR**, with Board approval, if service and costs are satisfactory and both parties mutually agree to the renewal.
- 2.4 **APPROVED ORDERS** - The EPISD Department of Purchasing will begin placing orders to the awarded vendor(s) at the start of EPISD's fiscal year. All transactions will require a bona-fide purchase order. **No** sales will be allowed without a previously authorized purchase order.
- 2.5 **SHIPMENTS** - All orders delivered to the EPISD shall be packaged individually in commercial containers manufactured as to insure acceptable and safe delivery at the lowest shipping rate to the point of delivery called for in the contract or purchase order.
  - 2.5.1 **Two or more purchase orders shall not be combined in one package.**
- 2.6 **INVOICES** - Please note that invoices will only be accepted with an item-by-item discount price or with an item-by-item regular price with a total discount for the invoice.

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- 2.7 **CATALOG DISCOUNT PRICING** - This bid must provide, if available, a percentage discount off the retail catalog and/or store shelf price.
- 2.7.1 The actual cost to the EPISD will be the list price less the percent discount submitted by the vendor(s) as shown below. All transactions will require a bona-fide purchase order. **NO** sales will be allowed without a previously authorized purchase order.

**Formula:** [List Price (\$) – Discount Percentage (%) = **Actual Cost for EPISD (\$)**]

**Example:** \$49.99 – \$9.99 (20%) = \$40.00

*\*Please note that the percentage discounts may range from as low as zero (0%) percent.*

- 2.8 **CATALOG/PRICE LIST** - A retail price list or current catalog, **IF AVAILABLE**, should be included with this bid.
- 2.8.1 **QUANTITY** - The successful bidder(s) must furnish, **IF AVAILABLE**, a minimum of twenty-five (25) catalogs for use by the EPISD.
- 2.8.2 **SHIP TO ADDRESS** - These catalogs should be shipped to:

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT  
CENTRAL RECEIVING  
ATTN: DEPARTMENT OF PURCHASING  
1654 VETERANS BLVD.  
EAGLE PASS, TX 78852**

- 2.8.3 The successful bidder(s) shall provide any and all updated price lists at least ten (10) working days prior to any price changes.
- 2.8.4 Failure to advise the EPISD of such price revisions will not bind the EPISD to make payment based on the new price. Vendors will be required to honor all purchases made according to the lower and/or previous listed price.
- 2.8.5 The discounts listed are for all the items listed in the bidder's current catalog/price list that is titled:

Catalog Name: \_\_\_\_\_

- 2.9 **INFORMATION SHEET** - All vendors must complete the INFORMATION SHEET provided below.

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**3.0 SELECTION CRITERIA**

- 3.1 The evaluation of the bids will be based on the following factors.
- Overall Cost
  - Adherence to Specifications and Requirements
  - Service History of Vendor
  - 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 value to the EPISD Board of Trustees.
- 3.3 **AWARD OF PROPOSAL** - The EPISD will contract and award this proposal to all participating vendors extending discount offers.

**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

- 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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**COMPANY INFORMATION SHEET**

1. Title and publish date of the catalog from which pricing is to be obtained and discount is offered:  
\_\_\_\_\_
2. Does your company provide "Free Shipping" on all orders? \_\_\_\_YES \_\_\_\_NO
3. If no, is there a minimum order amount for "Free Shipping"? \_\_\_\_YES \_\_\_\_NO
4. If yes, what is the minimum purchase order amount? \_\_\_\_\_
5. If there is no minimum order for "Free Shipping", what is your approximate shipping cost?  
\_\_\_\_\_
6. Is shipping to be pre-paid and added to the invoice? \_\_\_\_YES \_\_\_\_NO
7. If no, how will freight be charged? \_\_\_\_\_
8. Does your company apply "Handling Charges/Fees" on all orders? \_\_\_\_YES \_\_\_\_NO
9. If yes, what is the "Handling Charge/Fee" amount? \_\_\_\_\_
10. Is your period of discount offering effective from September 1, 2009 through August 31, 2010?  
\_\_\_\_YES \_\_\_\_NO
11. Can you provide 25 copies of the pricing catalog? \_\_\_\_YES \_\_\_\_NO
12. What is your company's customer service telephone number? \_\_\_\_\_
13. Will your company provide an account representative for EPISD? \_\_\_\_YES \_\_\_\_NO
14. If yes, please provide their contact information (telephone number, email address, etc.).  
\_\_\_\_\_
15. What is the account or customer number your company has assigned EPISD?  
\_\_\_\_\_
16. What is the reference number for this bid your company has assigned for EPISD?  
\_\_\_\_\_
17. Does this reference number need to appear on all purchase orders? \_\_\_\_YES \_\_\_\_NO
18. What is your company's order fax number? \_\_\_\_\_
19. What is your company's website address? \_\_\_\_\_
20. What address should purchase orders be addressed to? \_\_\_\_\_

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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. Catalog/Price List (2.8)

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**BID SHEET**

<b><u>DESCRIPTION</u></b>	<b><u>DISCOUNT PERCENTAGE (%)</u></b>
GENERAL SUPPLIES	_____ %
OFFICE SUPPLIES	_____ %
FURNITURE	_____ %
EQUIPMENT	_____ %

\_\_\_\_\_  
NAME OF COMPANY