

IRVING

Independent School District

RICK POWELL
Director of Purchasing

JACK SINGLEY
Superintendent of Schools

September 22, 2008

Dear Potential Vendor,

This packet is soliciting your response to our Request for Proposal for School Instructional Materials and Services for Irving ISD.

If you sell products in a category and you do not respond affirmatively to this packet, you will not be used as a vendor for the District.

The bid laws for the State of Texas require that we use some form of competitive procurement method to qualify vendors for these categories and we have chosen the RFP- "Catalogue Bid" method. You do not have to have a catalogue to participate. It is merely a method by which we take offers from vendors at a discount off regular list, web, shelf, or catalogue price. You do not even have to offer a discount, just mark zero discounts, but you must complete the paperwork and return it to the District as per the instructions to qualify your business to be considered for award as a vendor for the District during the coming year. This will automatically renew annually for four additional years unless either party cancels the agreement, at will, with 30 days written notice after year one.

Our staff will be required to solicit a minimum of three quotes from vendors on our approved list prior to purchase if the purchase exceeds \$1,000, but may do so at lower levels.

If you need anything else from us please call 972-215-5440 or email me at rpowell@irvingisd.net or contact Terry Martella at tmartella@irvingisd.net

Regards,



Richard Powell
Director of Purchasing, Irving ISD

DEADLINE EXTENDED TO JANUARY 5, 2009

IMPORTANT

Unless you RESPOND or you have previously been awarded vendor status by a competitive procurement method (RFP, CSP, Bid, etc.) for this category of goods and services.

You

WILL NOT be a VENDOR

FOR

IRVING INDEPENDENT SCHOOL DISTRICT

**A Texas Public School District of approximately
33,000 students.**

RFP # 09-01 School Instructional Materials and Services

RFP #09-01

Please cut this label and paste or tape to the response envelope for identification of your response to this specific solicitation.

**RFP #09-01
Supplement to School Instructional
Materials and Services**

**Proposals will be accepted until
July 7, 2009; at 5:00 p.m.**

This proposal may include but is not limited to:

Books, magazines, teacher training supplies, videos, audio CD, academic testing supplies or services, stickers, any classroom items, music materials, art supplies, science supplies, maps, TAKS materials, PE supplies, curriculum products, etc.

You are free to propose to supply any relevant product or service used by schools in the instructional context.

IRVING INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT

2621 West Airport Freeway
PHONE: (972) 215-5440

IRVING, TX 75062
FAX: (972) 215-5442

This is NOT AN ORDER. It is an invitation to bid or propose.

REQUEST FOR PROPOSAL #09-01
SCHOOL INSTRUCTIONAL MATERIALS AND SERVICES

Please RESPOND on the following not later than 10:00 AM October 29, 2008"

FGCFNRG'GZVGF GF "VQ'LCP WCT["7."422;

SUBMIT ONE ORIGINAL PROPOSAL.

Mark envelope "**RFP 09-01 SCHOOL INSTRUCTIONAL MATERIALS AND SERVICES**" This proposal will open at **10:00 AM on October 29, 2008** and deliver to the Purchasing Office address at the top of this form or mail to:

MAIL TO:

Rick Powell, Director of Purchasing
Irving ISD
P.O. Box 152637
Irving, TX 75015-2637

OR DELIVER TO:

2621 West Airport Freeway
Irving, TX 75062

OR FAX TO: 972-215-5442

You can FAX your response but IISD is not responsible for failed FAX transmissions.

Any submissions of information or documents to Irving ISD (District) pursuant to this bid or proposal is deemed public information by the District unless the Director of Purchasing of the District is otherwise noticed in writing and responds to vendor in writing receiving said notice.

In determining the award of contracts, the District shall consider factors in accordance with Section 44 Texas Education Code.

The right is reserved to accept or reject quotations on each item separately or as a whole.

IRVING INDEPENDENT SCHOOL DISTRICT

By:



Richard Powell, Director of Purchasing
rpowell@irvingisd.net

Company Name: _____

Signature of authorized representative _____ Date _____

Printed name _____ Email _____

Phone () _____ Fax () _____

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential Competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Texas Education Code Section 44.034.
Notification of Criminal History of Contractor

a) 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.

Vendor response (initial): negative _____ or see attached information _____

b) 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 of the contract.

c) This section does not apply to a publicly held corporation. Initial if (c) applies _____

Is the vendor licensed to do business in the state of Texas? yes _____ no _____

If awarded under this RSP # 09-01, vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws and regulations related to the performance of services for Irving ISD. yes _____ no _____

Signature below certifies accuracy of answers to all sections on this page.

Signature _____

Printed Name _____

Company Name _____

Telephone Number () _____ Date _____

CONFLICT OF INTEREST

Effective May 25, 2007, Section 176.006, Local Government Code requires that persons or agents who enter or seek to enter into a contract with a local government entity shall file a completed conflict of interest questionnaire (Form CIQ), if they have an employment or other business relationship with an officer or family member of an officer of the entity or have given the officer or family member gifts in excess of \$250 aggregated over a twelve-month period. Failure to disclose this information is a Class C misdemeanor. This requirement will be addressed in all request for bids or proposals but vendors doing business with the district by purchase orders must also complete this form. Negative responses are not required.

VISITOR REGISTRY SYSTEM

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

EPCNT

Approximately 53 school districts in the area have formed, through an inter-local agreement, the Educational Purchasing Cooperative of North Texas (EPCNT). You may learn about EPCNT at <http://www.epcnt.com/>. Should any of these entities decide to participate in this bid, would you (the vendor) agree to extend your offer to all member school districts? Terms and conditions and pricing must be the same as for Irving ISD.

_____ NO, _____ YES

If vendor checks yes, the following will apply:

Terms and conditions and pricing will be the same as Irving ISD. Members and participants of the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract awarded as a result of this solicitation. All purchases by members and participants other than the Irving ISD will be billed directly to that entity and paid by that entity. Irving ISD will not be responsible for another entity's debts. Each governmental entity will order its own materials/services as needed.

Signature below certifies authorizes EPCNT participation for this offer by the responding vendor.

Signature _____

Printed Name _____

Company Name _____ Date _____

TO BE SIGNED AND RETURNED

**Irving ISD Purchasing Department
2621 West Airport Freeway, Irving, Texas 75062
972-215-5440 VOICE 972-215-5442 FAX**

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:
Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (§ .36).

Vendor Name

Vendor Address

Vendor E-mail Address

Vendor Telephone

Fax Number

Authorized Company Official's Name: (Printed)

Signature of Company Official: Date:

RFP #09-01 School Instructional Materials and Services

SCOPE AND SPECIFICATIONS OF PROPOSAL REQUEST

Irving Independent School District (IISD) is located in Dallas County, Texas. Total student enrollment is approximately 33,000 students. Currently Irving ISD has four high schools, seven middle schools, twenty elementary schools, three early childhood development centers and four alternative campuses.

Irving Independent School District (IISD) is soliciting proposals from vendors to supply the district **School Instructional Materials and Services**. This is not an exclusive award contract and will only qualify the responding companies to negotiate with the district for purchases as needed by IISD. When the District needs goods or services included in vendor proposals, the District will contact vendors for price and availability. The contract will be effective from the first date after approval by the Board, (November 2008 meeting proposed) until August 31, 2009 and extended for up to three (3) additional years. Either party may cancel after August 31, 2009 without cause. If notice of cancellation is not received by July 1 or each succeeding year, IISD will assume the contract is acceptable to the vendor for extension to additional year.

EVALUATION OF PROPOSALS

The following criteria will be used to evaluate all purchases made from awarded vendors:

1. The purchase price;
2. The reputation of the vendor and of the vendor's goods or services;
3. The quality of the vendor's goods or services;
4. The extent to which the goods or services meet the district's needs;
5. The vendor's past relationship with the district;
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
7. The total long-term cost to the district to acquire the vendor's goods or services; and
8. Any other relevant factor specifically listed in the request for bids or proposals.

In determining to whom to award a contract the district shall consider all of the above. (HB 273.80th Legislature).

All purchases against this contract will be authorized through the use of an Irving ISD purchase order. Purchase order billings must be submitted on an invoice basis, and must reference the purchase order number, the current price of the items or services purchased as per this proposal awarded by Irving ISD.

ESTIMATED QUANTITIES

Purchases from all vendors awarded in the category, Instructional Materials and Suervices are estimated to exceed \$25,000 each 12 month period.

DELIVERY OF PRODUCT

To be determined at time of purchase.

PAYMENT TERMS

Irving ISD has payment terms of Net 30 from date of invoice or receipt of goods, whichever is later.

SUBMISSION OF PROPOSALS

Vendor should submit one copy only.

RFP #09-01 Supplement to School Instructional Materials and Services

Must Be Signed and Returned

Proposal/Bid Authorizing Signature Page

I affirm, to the best of my knowledge, this bid has been arrived at independently and is submitted without collusion with anyone.

I hereby certify that this bid is prepared and submitted in accordance with the terms and conditions specified in the Bid Document.

I agree that this document is an integral part of any contract formed as a result of the project.

Disclosure: Please list below any owner or employee who is an Irving ISD Board member, related to a nIrving ISD Board member, or is an employee of Irving ISD. Attach a separate sheet if necessary.

Name _____ Relationship to IISD _____

Company _____

Authorized Company Official's Name (Printed/Typed) _____

Authorized Signature: _____ Title _____

Mailing Address _____ City/State/Zip _____

Phone Number _____ Fax Number _____

Website address _____

Sales Representative: Name _____

Address (if different from above) _____

Phone Number _____ Fax Number _____

Email Address _____

Questions regarding this bid should be directed in writing to:
Richard Powell, Director of Purchasing
2621 W. Airport Freeway
Irving, Texas 75062-6020
rpowell@irvingisd.net