

NOTICE TO VENDOR

If you received this document or notice of this Request for Proposals (RFP), the Irving ISD has determined that goods or services you provide are within the scope of this RFP and are necessary for operation of our schools.

By responding to this RFP properly, your company will be considered as a vendor to provide goods and services to Irving ISD.

Copies of this RFP are available at:

<http://www.irvingisd.net/purchasing/bids.htm>

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.

RFP #09-20 SCIENCE KIT MATERIALS

Please RESPOND on the following not later than 2:00 PM April 15, 2009.

SUBMIT ONE ORIGINAL

Mark sealed envelope "**RFP # 09-20 SCIENCE KIT MATERIALS**" This proposal will open at **2:00 PM April 15, 2009** 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

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

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.

RFP #09-20 SCIENCE KIT MATERIALS

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 **Science Kit Materials**. 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, (April 2009 meeting proposed) until August 31, 2010 and extended for up to three (3) additional years. Either party may cancel after August 31, 2010 without cause. If notice of cancellation is not received by July 1 of each succeeding year, IISD will assume the contract is acceptable to the vendor for extension to additional year. The expiration date of the contract may also be extended for a period agreed to by both parties, not to exceed six months.

EVALUATION OF PROPOSALS

The following criteria will be considered 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, Science Kit Materials are estimated to exceed \$25,000 each 12 month period.

DELIVERY OF PRODUCT

To be determined at time of purchase.

EJ QÆG'QHNCY 'CPF'XGPWG

Cmlèqpv t cevu 'ci t ggo gpv'lt 'èp{ 'lvj gt 'd'wulpgu'èhèk u'y kj 'vj g'Kxkpi 'Kpf gr gpf gpv'Uej qql'
Fkvt lev.'Kxkpi 'Vgzcu'lj cmlèg'èqpv wgf 'èeeqt f kpi 'lv'vj g'icy u'qhv'j g'Uwèg'qhv'Vgzcu'èpf 'j cxg'
xgpwg'lp'è'èqvt v'qhvèqo r gvgpv'lw k f levkq'lp'F cnu'Eqwv{.'Vgzcu'

RFP #09-20 Science Kit Supplies

Must Be Signed and Returned

Please specify the types of Science Kit Supplies you propose to supply to the District. Attach a separate sheet or catalogue or online address if necessary. A general description is all that is necessary. This is a wide variance of products.

Example: Thermometer, glassware, live specimens, fossils, plastic bags, aluminum, wood, steel bolts, plastic basins, bubble wands, screens, rubber stoppers, washers, wire, petri dishes, seeds, planter trays, sand paper, teacher guides, student booklets, jars, safety glasses, paper goods, consumable supplies, or any other related item(s) etc.

Type of Supply proposed

Please specify what price discount, if any, from your regular **List/Store Shelf/Catalogue/Walk-in** pricing you propose to offer the District on the aforementioned Materials and Services

1. **Do you currently participate in any of the following cooperatives? Please circle all that apply and list contract number(s). List others available if applicable.**

2013	HGAC
Buy Board	TCPN
DIR	TXMAS
EPCNT	US Communities
HCDE	

2. **Discount from List, Store Shelf, Catalogue, Web or Walk-in pricing _____ % of**

3. **Discount depending on item. (circle one) YES NO**

4. **Minimum order amount \$ _____.**

5. **Is shipping included in price of goods or service? (circle one) YES NO**

6. **Shipping or Delivery method and terms _____**

7. **Store Location(s) in Dallas Fort Worth area: _____**

8. **Contact:**

***** **Name** _____ **Phone** _____ **Email** _____

Do you have any exceptions to our specifications you wish to note? (Attach additional sheets if necessary)

Do you accept District Purchase Orders? (circle one) YES NO

Is online catalogue available? (circle one) YES NO

Online catalogue URL address _____

May the District E-mail or Fax Purchase Orders (circle one) YES NO

If so, to what email address or Fax # _____

Company Name

Signature

Date

RFP #09-20 Science Kit Supplies

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 An Irving 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

**Irving Independent School District Purchasing Department
2621 West Airport Freeway - Irving, Texas 75062 972-215-5440**

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 rules

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____

Fax Number: _____

Authorized Company Official's Name: _____
(Printed)

Signature of Company Official: _____

Date: _____

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 _____

If awarded under this RFP # 09-20, 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 _____

PAYMENT TERMS

Irving ISD pays net 30 or at point of sale and complies with the State of Texas payment law, Texas Government Code, Chapter 2251.

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

CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for the TISD to determine the residency of its offerors. In part, this law reads as follows:

Section: 2252.001

(3) 'Non-resident bidder' refers to a person who is not a resident.

(4) 'Resident bidder' refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

I certify that _____
(Name of Company Bidding)

is, under Section: 2252.001 (3) and (4), a

_____ Resident Bidder _____ Non-resident Bidder

My principal place of business under Section: 2252.001 (3) and (4), is in the city
of _____ in the state of _____

Signature of Authorized Company Representative

Print Name

Title Date