

**IRVING INDEPENDENT SCHOOL DISTRICT  
PURCHASING DEPARTMENT**

2621 West Airport Freeway IRVING, TX 75062  
PHONE: (972) 215-5440 FAX: (972) 215-5442

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

**CSP# 09-23 SCHOOL FURNITURE**

Please RESPOND on the following not later than **3:00 PM, March 26, 2009** "

SUBMIT ONE ORIGINAL AND TWO COPIES OF BID.

Mark **sealed envelope** "**CSP # 09-23 SCHOOL FURNITURE**". This proposal will open at **3:00 PM, March 26, 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

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 each item separately or as a whole.

**IRVING INDEPENDENT SCHOOL DISTRICT**

By: 

Richard Powell, Director of Purchasing  
[rpowell@irvingisd.net](mailto:rpowell@irvingisd.net)

\_\_\_\_\_  
You are representing to Irving ISD that you are authorized to submit this proposal by signing below.

Proposal submitted: (Circle one) YES OR NO BID

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.

**Please download the proposal document and complete the pricing spreadsheet on you computer for your convenience. You may save the file to a CD and return with your proposal but please also return the printed copy of all documents for your safety in the process.**

By completing the Excel pricing sheet on your computer, it ensures clarity and readability by the district. Do not forget to send all supporting documentation and signed sheets.

## **Proposal Requirements**

District reserves the right to award to multiple vendors based on pricing per like item.

Additionally, vendor is welcome to propose an all or nothing price.

Irving ISD discourages vendors from submitting only one proposal **IF** that proposal is an all or nothing proposal, because doing so may diminish the vendor's opportunity for award and best value for the District.

Please complete the pricing sheet and append with any additional information vendor deems necessary to further clarify their proposal.

District requires a price for goods only including inside delivery at the campus noted.

### **Complete Installation**

District also require a quote for goods, delivered, unpacked, and installed in rooms at campuses per district personnel direction and all trash hauled away at the expense of the vendor.

## **Delivery and /or Installation**

If the District awards a vendor the proposal that includes complete installation, scheduling will be negotiated with awarded vendor to meet the needs of the district and accommodate the availability of crews.

UNDER NO CIRCUMSTANCES SHALL INSTALLATION OR DELIVERY OCCUR BEFORE JUNE 10, 2009 OR AFTER AUGUST 16, 2009 without specific written approval by district Assistant Superintendent for Support Services or his designee.

Assistant Superintendent for Support Services  
Scott Layne  
972-215-5400

## **Campus Addresses**

[MacArthur High School](#), 3700 N. MacArthur, Irving, TX 75062  
[The Academy of Irving ISD](#), 4601 N. MacArthur, Irving, TX 75038  
[Hanes Elementary School](#), 2730 Cheyenne, Irving, TX 75062  
[Ratteree Center](#), 2121 S. MacArthur, Irving, TX 75060  
Irving Schools Stadium, 600 E. 6th Street, Irving, TX 75060





All furniture brands and part numbers are illustrative (except for items for Academy HS) of our needs and is not intended to stifle competition and an alternate may be proposed. You may propose alternates or multiple lines. For any proposed furniture not specifically listed, samples and printed sheets with product specifications will need to be submitted. Samples will be available for return after award has been made. All colors will be standard colors so please submit color samples. District reserves the right to adjust quantities to meet actual need. Items listed for the Academy High School must be brand and model specific to match existing installed furniture. Unit price and extended price shall include inside delivery at campus designated. Installation column shall be the additional cost quote to have the goods unpacked, and installed in rooms at campuses per district personnel direction and all trash hauled away at the expense of the vendor.

**MacArthur HS**

The MacArthur campus has selected these three alternates or equal depending on different manufacturer. Samples will need to be provided for inspection if not one of these brands.

Brand	Description #1	Description #2	Color	Part #	Qty	Unit price	Extended Price	Unpacking, installing & hauling	Brand and model # proposed
Artco Bell	Teacher Desk		standard	D5Ro	22				
Artco Bell	Teacher Chair		standard	7168	35				
Fleetwood	Wardrobe		standard	15.50181	31				
Artco Bell	Bookshelf		standard	anything that matches teachers desks and is equal to, or similar to HON unit above	31				
Artco Bell	Printer Desk (2 drawer vert file)		standard	512P	35				
Artco Bell	Student Desk/Chair Combo		standard	7458	868				
Artco Bell	Computer Tables		standard	CU06	70				
Artco Bell	Chairs for Computer Tables		standard	7108	140				
Artco Bell	Lab Stools		standard	805	980				

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<b>Stadium</b>									
<b>Brand</b>	<b>Description #1</b>	<b>Description #2</b>	<b>Color</b>	<b>Part #</b>	<b>Qty</b>	<b>Unit price</b>	<b>Extended Price</b>	<b>Unpacking, installing &amp; hauling away trash</b>	<b>Brand and model # proposed</b>
Indeco	Table 18" x 60" x 30"		standard	518 EF	25				

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<b>Hanes Elem</b>									
<b>Brand</b>	<b>Description #1</b>	<b>Description #2</b>	<b>Color</b>	<b>Part #</b>	<b>Qty</b>	<b>Unit price</b>	<b>Extended Price</b>	<b>Unpacking, installing &amp; hauling away trash</b>	<b>Brand and model # proposed</b>
We want all chairs in navy. The cafeteria tables gray nebula with pacific blue seats, black finishes and black edge finishes.									
midwest	12' fold up cafeteria tables w/ 12 seats	SU1212 Midwest	standard color		28				
midwest	12' Fold up Cafeteria table only	Stu12 Midwest	standard color		4				
midwest	60" Round mobile table	SRT48"	standard color		5				
Artco Bell	Interlocking chairs Navy	CS17's Ganged	standard color		300				
Artco Bell	Chair Dolly	0168 4 wheels – CS17	standard color		12				
Artco Bell	Student Desk	2121 Series Jr. Executive	standard color		175				
Artco Bell	Student Chair – large - Navy	7107 Series Stack Chairs	standard color		215				

<b>Hanes Elem</b>	<b>Continued</b>								
<b>Brand</b>	<b>Description #1</b>	<b>Description #2</b>	<b>Color</b>	<b>Part #</b>	<b>Qty</b>	<b>Unit price</b>	<b>Extended Price</b>	<b>Unpacking, installing &amp; hauling away trash</b>	<b>Brand and model # proposed</b>
Artco Bell	Horse shoe shaped table	ABC 1276 – Windsor mahogany	standard color		9				
Artco Bell	Small stools	0805 Navy seat	standard color		54				
Artco Bell	Teacher chair w/ casters	7167 - 17.5" Navy	standard color		18				
Hon	Black filing cabinets- Legal locking	Hon 514CP	standard color		18				
Artco Bell	Teacher desk	D500 Series – Modular T. Desk	standard color		9				
Artco Bell	48"x72" Activity Table w/standard legs	ABC 1246	standard color		9				
Artco Bell	Computer desk w/ CPU basket	CX03 Series frame black, top Windsor mahogany	standard color		35				
Fleetwood	Teacher Cabinet- with casters	#15.5000	standard color		29				
Office Source	teachers chair	#278BLK	standard color		1				

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<b>Rattree Campus</b>									
<b>Brand</b>	<b>Description #1</b>	<b>Description #2</b>	<b>Color</b>	<b>Part #</b>	<b>Qty</b>	<b>Unit price</b>	<b>Extended Price</b>	<b>Unpacking, installing &amp; hauling away trash</b>	<b>Brand and model # proposed</b>
Artco Bell	plastic chair w/chrome 17.5"	7100 series	black		100				
Artco Bell	folding table - Adj legs - 18" x 60"	1500 series	std colors		26				

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<b>Academy HS</b>									
<b>Brand</b>	<b>Description #1</b>	<b>Description #2</b>	<b>Color</b>	<b>Part #</b>	<b>Qty</b>	<b>Unit price</b>	<b>Extended Price</b>	<b>Unpacking, installing &amp; hauling away trash</b>	<b>Brand and model # proposed</b>
Virco	<b>Stools</b>	122 Series 24 " Heavy-Duty Stool with Masonite Seat Inset	GREY (GRY04)	12224	<b>120</b>				
Fixtures Furniture	<b>Cafeteria Tables</b>	designer stack square D 42" L 42" WT 68 lb OH 28.5"	V02 dove gray E07 bright chrome	02640L	<b>20</b>				
Fixtures Furniture	<b>Cafeteria Chairs</b>	Jazz opaque thermoplastic seating	Charcoal E07 bright chrome	24010	<b>100</b>				
Paragon Furniture L.P.	<b>Teacher Desk</b>	60x30x29 ,1 1/4" high pressure laminate top and black thermally fused melamine base with matching 3 mm pvc edge banding. With TDS-RR - Right Return 36"w x 30"d x 29"h	Gray Nebula	TDS	<b>20</b>				

<b>Academy HS</b>	<b>continued</b>								
<b>Brand</b>	<b>Description #1</b>	<b>Description #2</b>	<b>Color</b>	<b>Part #</b>	<b>Qty</b>	<b>Unit price</b>	<b>Extended Price</b>	<b>Unpacking, installing &amp; hauling away trash</b>	<b>Brand and model # proposed</b>
Paragon Furniture L.P.	<b>Computer Lab Tables (72x30)</b>	Model CD72R 72" w x 30" d x 26-32" h Deluxe Workstation Detailed Product Specifications Dimensions: 72x30x26-32 Est Weight: 170.00 Top: 1 1/4" high pressure laminate with standard black t-mold bumper edge. Top Finishes: Grey Nebula Legs/Base: 16 gauge steel double post adjustable leg. Legs/Base Colors: Standard - Black. Wire Management: Grommets and rear chase with pivotal door	Gray Nebula	CD72R	<b>65</b>				
Steel Case	<b>Teacher Chair</b>	Protégé 433 Series Work Chairs	Black Base Burgungy Fabric	433-1423	<b>20</b>				
Steel Case	<b>Desk Side Chair</b>	Protégé 433 Series Work Chairs	Black Base Red Fabric	470-419N	<b>23</b>				
Steel Case	<b>Student Chairs</b>	Parade! Model 470419 Chairs 9201 Polished Chrome & Baltic Finish	Baltic	470-419N	<b>648</b>				

The expiration date of the contract may also be extended for a period agreed to by both parties, not to exceed six months.  
All contracts, agreements or any other business affairs with the Irving Independent School District, Irving Texas shall be construed according to the laws of the State of Texas and have venue in a court of competent jurisdiction in Dallas County, Texas.

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**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.
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**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 (MUST 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 \_\_\_\_\_

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**If awarded under this document, vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws and regulations related to the performance of services or supply of goods to Irving ISD.    yes \_\_\_\_\_ no \_\_\_\_\_**

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

Authorized 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.

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**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.

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**EPCNT**

Irving ISD encourages vendors to check yes to the EPCNT clause because other schools can buy with our bid under the same terms. This streamlines the public purchasing process and cuts costs to the public. It also keeps vendors from having to answer multiple bids for many school districts for the same product(s) or services, thereby saving the vendors resources. Do not check yes if doing so would be detrimental to Irving ISD pricing, terms or conditions in your response.

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 Irving ISD 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

**Model SB 9 Contractor Certification**  
**Contractor Employees**

**Introduction:** Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

**Definitions:**

*Covered employees:* Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

*Disqualifying criminal history:* Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

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On behalf of \_\_\_\_\_ ("Contractor"), I certify that

[check one]:

None of the employees of Contractor and any subcontractors are *covered employees*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

*Or*

Some or all of the employees of Contractor and any subcontractor are *covered employees*. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

November 21, 2008

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Company name \_\_\_\_\_

Printed name of Company Representative: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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**SUSPENSION OR DEBARMENT CERTIFICATE**

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**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:** \_\_\_\_\_