**REQUEST FOR BID**

**PURCHASING DEPARTMENT \_\_\_\_\_ 9 April 2020**

# San Felipe Del Rio Consolidated

**Independent School District BID No. 20-42\_\_\_\_\_\_**

**315 Griner Street/P.O. Box 428002**

**Del Rio, Texas 78842-8002 Page 1 of 7\_\_\_\_**

**Phone: A/C (830) 778-4047**

**Please submit bid no later than:**

### Thursday, 30 April 2020\_\_\_\_\_\_

**AM) 2:00 Pm)**

**Price to be F.O.B. DESTINATION and must be extended. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BID NUMBER 20-42**

**LARGE VEHICLE/BUS PARTS AND SPECIALIZED VEHICLE/BUS REPAIR AND ALIGNMENT JOBS**

The San Felipe Del Rio Consolidated Independent School District is requesting sealed bids on the enclosed bid form. The sealed bids will be accepted in the Purchasing Department, SFDRCISD Administration until 2 p.m. on Thrursday, 30 April 2020. Mailing Address: San Felipe Del Rio CISD, Attn: Purchasing Department, P.O. Box 428002, Del Rio, Texas 78842-8002.

Bids must be submitted in a sealed envelope plainly marked with the bidder's name and bid number. Please use the attached adhesive label and use on your envelope as a mailing label. **If not submitting bid, please return ‘No Bid’ form attached.**

**PLEASE TYPE OR PRINT COMPANY NAME IN UPPER RIGHT HAND PORTION OF EACH BID SHEET IN THE SPACE PROVIDED FOR THIS PURPOSE.**

Bids received after the time and date specified will be returned unopened. Bidders are invited to be present at the opening of this bid on the date and hour specified. Bid document must be signed by the company's authorized representative in the space provided.315 Griner Street, Del Rio, Texas 78842 for clarification.

**THIS BID IS A FIRM OFFER WHICH SHALL BE IRRECOVABLE AND OPEN FOR ACCEPTANCE FOR CALENDAR DAYS (60 CALENDAR DAYS UNLESS OTHERWISE SPECIFIED) FROM THE DATE SET FOR BID SUBMISSION. NOTE: Use this form. If necessary to go into details, attach a letter.**

**Exclude Federal and State Tax.**

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

#### PAULA JOHNSON, DIRECTOR OF PURCHASING

**BID CONTINUATION SHEET SEALED BID NO. \_20-42\_\_**

**Paula Johnson, Director of Purchasing**

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**315 Griner Street/P.O. Box 428002**

**Del Rio, Texas 78842-8002**

**BIDDER NAME**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENERAL CONDITIONS**

1. The San Felipe Del Rio Consolidated Independent School District is requesting a discount bid for Parts and Specialized Repairs AND Alignments. The bid is to be effective from the **DATE OF BID AWARD THROUGH AUGUST 31, 2021 with the option to renew bid for the 2021-2022 and 2022-2023 school calendar years if deemed in the best interest of the district. It being understood the district will be the sole judge as to the best interest. Renewal will be automatic unless a selected vendor is notified otherwise.**

2. The San Felipe Del Rio Consolidated Independent School District does not award bid on low price alone; quality, availability and suitability to purpose are the controlling factors. It being understood the District reserves the right to determine such.

3. Quality of Products: Items purchased in all categories will be of the highest professional quality (in accordance with generally accepted industry standards). No substitutions in standard grades or lesser quality will be accepted.

1. The District will not award Discount bid to any one vendor.

Multiple vendors will be awarded this bid. There will be no primary vendor for the general purchase of bus parts or the specialized bus repair. The Transportation Department will call each of the vendors awarded this bid for a price quotation when applicable. The order will be placed with the company offering the best quality merchandise at the lowest cost for each particular need. The District reserves the right to determine the quality of merchandise required for each purchase.

1. Cancellation of this award will take place if either of the following conditions are observed:
2. The vendor proceeds in a manner that does not comply with the bid terms & conditions of bid award.
3. The vendor does not carry out the provisions of this Award in its true intent and meaning implicated in the scope of work.

**BID CONTINUATION SHEET SEALED BID NO. \_\_20-42\_**

**Paula Johnson, Director of Purchasing**

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**315 Griner Street/P.O. Box 428002**

**Del Rio, Texas 78842-8002**

**BIDDER NAME**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

6. Upon written notification the vendor will be served notice to provide satisfactory compliance to the award without penalty. If the vendor neglects or refuses to follow such notice, the San Felipe Del Rio CISD will cancel the bid award.

7. The School District is exempt from all applicable Federal and State Taxes. Tax exempt information will be furnished upon request.

8. All items are to be delivered to the Transportation Department, 800 West 15th Street, Del Rio, Texas 78842, unless otherwise instructed. All bids are F.O.B. our warehouse.

9. The District reserves the right to waive formalities and irregularities and to accept or reject each item separately or as a whole.

10. The bid is a firm offer which shall be irrevocable and open for acceptance for sixty (60) days from the date of submission of bids.

11. The following is required when submitting an invoice for payment.

1) Invoices shall reference purchase order number

2) Invoice will be in duplicate

3) Invoices for Transportation Dept. Only: company must call Transportation Department (778-4220 or 778-4222)to get an authorization number prior to purchase being approved; company must also ask purchaser number of vehicle or bus part is intended for and place on invoice, i.e., Brake Pads for Maint T-31, Alignment on Bus 45, etc. BOTH AUTHORIZATION # & VEHICLE NUMBER MUST BE ON EACH INVOICE FOR THE TRANSPORTATION DEPARTMENT.

4) **All pricing information obtained from or provided by the company and all invoicing must show the original cost per item(s), less discount offered (if applicable), and total cost to district.**

**I have read and understand all original costs, discount and total cost must be provided district and must show on all invoicing. YES\_\_\_\_\_NO\_\_\_\_\_**

**Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BID CONTINUATION SHEET SEALED BID NO. \_20-42\_\_\_**

**Paula Johnson, Director of Purchasing**

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**315 Griner Street/P.O. Box 428002**

**Del Rio, Texas 78842-8002**

**BIDDER NAME**

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12. Payment, unless otherwise stated under "Discount Terms" on page one of the bid form, will be net thirty (30) days after acceptance of delivery or receipt of correct invoice, whichever comes later.

13. During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, sexual orientation or handicapping condition.

**BID CONTINUATION SHEET SEALED BID NO. \_\_\_20-42\_\_\_\_**

**Paula Johnson, Director of Purchasing**

**San Felipe Del Rio Consolidated I.S.D. Page 5 of 7\_\_\_\_\_\_**

**315 Griner Street/P.O. Box 428002**

**Del Rio, Texas 78842-8002**

**BIDDER NAME**

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**IMPORTANT NOTICE TO VENDORS**: ALL VENDORS WISHING TO SUBMIT BIDS ARE ENCOURAGED TO READ CAREFULLY THE "GENERAL CONDITIONS" AND "BID CONDITIONS" AS SET FORTH IN BID PACKET.

VENDORS MAY BID ON PART OR ALL OF BID. If not bidding on parts, simply state “Not Applicable”. If not bidding on repair, etc., simply state “Not Applicable”.

AS TIME IS OF THE ESSENCE, **NEXT DAY SHIPMENT AFTER RECEIPT OF ORDER** IS REQUIRED.

YES NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF UNABLE TO PROVIDE NEXT DAY SHIPMENT, PLEASE STATE TIME FRAME YOUR COMPANY IS ABLE TO GUARANTEE SHIPMENT.

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**AS IT IS IMPOSSIBLE TO LIST ALL PARTS/ITEMS WHICH MIGHT BE NEEDED BY THE DISTRICT DURING THE BID PERIOD, COMPANY AWARDED BID MUST BE WILLING TO OFFER A DISCOUNT OFF CONTRACTOR PRICES ACROSS THE BOARD.**

**YES PERCENT OF DISCOUNT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If prices offered to District are already discounted, please so state:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AS IT IS IMPOSSIBLE TO LIST DETAILS OF ALL REPAIR AND OR ALIGNMENT JOBS WHICH MIGHT BE NEEDED BY THE DISTRICT DURING THE BID PERIOD, **COMPANY AWARDED BID MUST BE WILLING TO OFFER A DISCOUNT OFF REPAIR AND ALIGNMENT SERVICES ACROSS THE BOARD.**

**YES\_\_\_\_\_PERCENT OF DISCOUNT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID CONTINUATION SHEET SEALED BID NO. \_\_\_20-42\_\_\_\_**

**Paula Johnson, Director of Purchasing**

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**CHECKLIST**

**FOR**

**FORMS THAT MUST BE SUBMITTED WITH BID**

**1. Proposal/Bid Form. The document must be returned in its entirety.**

**YES\_\_\_\_\_NO\_\_\_\_\_**

**2. A Conflict of Interest Questionnaire. The SFDRCISD must have a current questionnaire on file in order to do business with your company.**

**YES\_\_\_\_\_NO\_\_\_\_\_**

**3. Sole Source. If your company is a Sole Source Vendor, the SFDRCISD must have a notarized Sole Source Affidavit, listing specific sole source materials, book titles, etc.**

**YES\_\_\_\_\_NO\_\_\_\_\_**

**4. W-9. The SFDRCISD must have a W-9 on file from your company.**

**YES\_\_\_\_\_NO\_\_\_\_\_**

**5. Debarment Compliance. The SFDRCISD must have a signed and dated Debarment Compliance on File in order to expend Federal Funds with your company.**

**YES\_\_\_\_\_NO\_\_\_\_\_**

**6. Certification Regarding Lobbying. The SFDRCISD must have a signed and dated Certification Regarding Lobbying on file in order to expend Federal Funds with your company.**

**YES\_\_\_\_\_NO\_\_\_\_\_**

**Each of these required forms, i.e., the Conflict of Interest Questionnaire, Sole Source Affidavit (if applicable), W-9, Debarment Compliance and Certification Regarding Lobbying may be found on the SFDRCISD’s web-site: sfdr-cisd.org**

* **Click on “Purchasing” found under “Departments” on the left hand side of web page.**
* **The required forms will be found on the bottom right hand side of web-page. Click on Box entitled Documents, General, download documents and return with bid document.**

**FOR YOUR CONVENIENCE REQUESTED FORMS ARE PART OF BID DOCUMENT.**

**BID CONTINUATION SHEET SEALED BID NO. 20-42\_**

**Paula Johnson, Director of Purchasing**

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**315 Griner Street/P.O. Box 428002**

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**DECLARATION OF COMPLIANCE**

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Pursuant to the State of Texas Legislative Senate Bill No. 1, Section 44.043, Notification of Criminal History, the undersigned affirms this firm **is** /**is not** owned or operated by anyone who has been convicted of a felony. This statement is not required by a publicly-held corporation.

Also, pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Item I. Procurement and Suspension and Debarment Compliance requirements under Federal statutes, the undersigned affirms this firm **is** \_\_\_\_\_/**is not**\_\_\_\_\_suspended or debarred from participation in federal contracts when expenditures to the vendor are in excess of $25,000 in the aggregate over a twelve month period.

**In accordance with Section 2270.002 of the Texas Government code, by signature hereon, Contractor certifies that it does not boycott Israel and will not boycott Israel during the term of this Contract.**

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COMPANY

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SIGNATURE OF PERSON RESPONSIBLE FOR PROPOSAL

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME (TYPE OR PRINT) TITLE

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PHONE FAX E-MAIL

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

FEDERAL ID# OR SOCIAL SECURITY #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORDER ADDRESS: REMITTANCE ADDRESS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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