

INVITATION TO BID
BV-0608-GHS

BID ITEM: General Hardware Supplies

BID DESCRIPTION: General Hardware Supplies for various departments/schools districtwide

BID DEADLINE: Tuesday, June 10th, 2008
2:00 p.m.

San Benito Consolidated Independent School District (SBCISD) is interested in purchasing the above items. Sealed bid proposals will be received at the office of **Emma McCall, Business Manager, 240 North Crockett Street, San Benito, Texas 78586**, where they will be opened and read aloud.

Interested bidders may obtain specifications and information for bidding by contacting **Mr. Adrian Garcia, Purchasing Agent, SBCISD, 240 North Crockett Street, San Benito, Texas 78586, telephone number (956) 361-6390 or at www.sanbenito.k12.tx.us**

Emma McCall
Business Manager
San Benito CISD

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**BV-0608-GHS
GENERAL HARDWARE SUPPLIES**

SPECIFICATIONS

I. SCOPE AND INTENT

It is the intent of the SBCISD to request sealed bids from various general hardware suppliers within or near the SBCISD for the walk-in purchase of general hardware supplies for the school year 2008/2009 beginning September 1st, 2008. At the option of the SBCISD, it may request an extension of the bid for two (2) additional one-year periods.

II. REQUIREMENTS

A. Bid pricing will be firm for one year from the bid opening date.

B. Based on past purchasing history the estimated value of the contract is \$50,000.00. The SBCISD does not guarantee any quantities or dollar amounts and actual purchases could be more or less.

C. All items will be purchased AS NEEDED. Purchases will be made using District purchase orders/requisitions, or credit cards.

D. Bid pricing should extend to all items available in bidders inventory including, but not limited to; electrical plumbing, lighting, flooring, paint, lawn & garden, lumber, sheetrock, ceiling, doors and door hardware, tools, filters, roofing, ready-mix products such as sakrete, fasteners, air conditioning and heating, insulation etc. Bid pricing must apply to "will call" and "in store" purchases.

III. APPROVAL/AWARDED BID:

Due to the variety of general hardware parts and supplies used by SBCISD, this bid may be awarded to multiple vendors. You must use the attached Bid Quotation Form, as failure to do so, may disqualify your bid.

In determining to whom to award the contract, the district shall consider the following criteria and their appropriate weighted points:

	Criteria	Points
1.	Purchase Price	60
2.	The reputation of the vendor and of the vendor's goods and services.	10
3.	The quality of the vendor's goods or service.	10
4.	The extent to which the goods or services meet the districts needs.	10

	Criteria	Points
5.	The vendors past relationship with the district.	3
6.	The impact on the ability of the district to comply with laws and rules relating to historically underutilized business.	1
7.	The total long-term cost to the district to acquire the vendor's goods or services.	6

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BENCHMARK/CATALOG PRICING OPTION

Benchmark/catalog pricing is a pricing structure which uses verifiable prices as a starting point for establishing the final cost of a product. A benchmark/catalog price can be established in various ways. Listed below are examples of benchmark/catalog pricing.

- A. Manufacturer's catalogs/price sheets
- B. Company catalogs/price sheets
- C. Store catalog/price sheet
- D. Shelf pricing

Catalogs and price sheets may be bid different ways. Listed below are methods of bidding a catalog/price sheet.

NET PRICING

In this method the prices include any vendor mark-ups or discounts. The price quoted is the catalog/price sheet.

- A. For vendor mark-up pricing the vendor takes his cost and adds a percentage mark-up to formulate customer pricing.
- B. For vendor discount pricing the vendor takes his retail, wholesale, or contractor pricing and subtracts a percentage amount to formulate customer pricing.

In either case, all markups or discounts are already calculated into the catalog/price sheet, and the vendor should bid their catalog/price sheet using a net discount or 0% discount as the basis for the bid.

DISCOUNT PRICING

For discount pricing the catalog/price sheet **does not** include any vendor markups or discounts. In this instance a percentage markup or discount from the catalog/price sheet is bid, and it is the customer's responsibility to calculate the price for each item purchased.

SHELF PRICING

If a vendor does not offer, or have access to, a catalog or price sheet, a bid using Shelf Pricing is acceptable by SBCISD. For shelf pricing a vendor can bid a discount from the shelf price or bid the shelf price.

If you have any questions regarding this attachment, contact Adrian Garcia, Purchasing Agent, at (956) 361-6390.

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GENERAL HARDWARE SUPPLIES

WALK-IN PURCHASE WITH BENCHMARK OR CATALOG OPTIONS

BID QUOTATION FORM

I. Walk-in Purchases – Check One

_____ A. Will offer San Benito CISD the following discount on purchases made at our store.

_____ % Discount

_____ B. Will sell goods to San Benito CISD at shelf prices posted at the time or sale price in effect at the time of purchase.

II. Identify the benchmark or catalog (manufacturer's price list, custom pricing, dealer's cost, wholesale pricing, retail pricing, shelf price at time of purchase, etc.) below.

<u>Description</u>	<u>Benchmark or Catalog</u>	<u>% Discount</u>	<u>% Mark-Up</u>
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Hardware supplies _____

Exceptions to the bid and/or comments

III. Is delivery service available? (Circle One) Yes No

Is there a charge for delivery? (Circle One) Yes No

If yes, what is the delivery charge? \$ _____

If delivery service is provided, what is the delivery time after receipt of order? _____

WE THE UNDERSIGNED, SUBMIT THE ABOVE BID FOR THE ABOVE MENTIONED ITEMS.

I/We have read the bid requirements, conditions and specifications which are an integral part of the terms of this contract.

My signature also certifies that the accompanying proposal is not the result of, or affected by any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current Texas codes. Furthermore, I understand that fraud and unlawful collusion are crimes under the Statue Law, and can result in fines, prison sentences and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm.

Name of Firm: _____ Signature: _____

Address: _____ Name(Type/Print): _____

_____ Title: _____

Telephone: _____ Date: _____

Fax No: _____ E-Mail: _____