

**INVITATION TO BID
BV-0608-TIS**

BID ITEM: Teaching/Instructional Supplies

BID DESCRIPTION: Teaching/Instructional Supplies to be used Districtwide

BID DEADLINE: Tuesday, June 17th, 2008
2:00 p.m.

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

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, phone (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-TIS TEACHING/INSTRUCTIONAL SUPPLIES

SPECIFICATIONS

I. SCOPE AND INTENT

It is the intent of the San Benito Consolidated Independent School District (SBCISD) to purchase teaching/instructional supplies for the 2008/2009 school year. These supplies will be for districtwide.

San Benito CISD is requesting **fixed discount rate and a catalogue with fixed prices beginning September 1, 2008 through August 31, 2009. To clarify, the discount rate and the fixed prices cannot change.** It is the goal of SBCISD to simplify the buying function and eliminate confusion of prices and catalogue items.

II. REQUIREMENTS

- A. **Description:** Teaching/Instructional supplies to be purchased are supplies such as constuction paper, bordette, crayons, chart tablets, etc. It includes all classroom supplies but not furniture, calculators or equipment. The sample order as example of the supplies to be purchased but it is not limited to that list. Items will be described by the purchase order submitted.
- B. **Quantities:** Quantities needed will be indicated on the purchase orders to be submitted by the various schools, departments or offices of the SBCISD.
- C. **Orders:** The SBCISD districtwide will order from the successful bidder by purchase orders as the supplies are needed.
- D. **Deliveries:** The successful bidder must deliver to any location within the SBCISD as indicated on the purchase orders. The SBCISD will not use a central warehouse to store supplies. Transportation of items shipped to any location within the SBCISD will be free of charge.

SBCISD has eleven (11) elementary schools, three (3) middle schools, one alternate school, one (1) High School, and one (1) Ninth Grade Center and numerous administrative and support offices districtwide.

The bidder must show the number of days required to deliver the supplies to the specified location under normal conditions after receipt of purchase order.

Delivery shall be made during normal working hours unless prior approval has been obtained from the SBCISD.

- E. The successful bidder will be required to furnish the District sufficient catalogs for use by all schools free of charge. At least two catalogs will be furnished for elementary schools, four for the middle schools, six for the high school and at least one for every administrative and support offices. Each catalogue must have a label on the front cover with their respective discount rate, contract term, sales representative, toll-free numbers, and address for purchase orders.

III. **BID QUOTATION AND QUESTIONNAIRE FORM**

- A. Please use the attached Bid Quotation and Questionnaire Form and sample order form as your proposal. As failure to use these forms will withdraw your proposal from consideration.
- B. You must forward a copy of your catalog(s) with your bid proposal, or price lists in order to evaluate your proposal, as failure to do so will withdraw your proposal from consideration.

IV. **METHOD OF AWARD**

It is the intention of the SBCISD to buy from one supplier, but the SBCISD reserves the right to award to multiple vendors as might be required to better serve the interest of the SBCISD. The SBCISD will rank the vendors/companies in a first choice basis descending to the last vendor choice. The first vendor choice will be the lowest cost or lowest responsible bid to the SBCISD. The SBCISD will purchase from this successful bidder from September 1, 2008 or from the date of the award if it's later, until August 31st, 2009.

Selection of the successful bidder will be on the evaluation results of the Bid Quotation and Questionnaire Forms and the Sample Order Forms.

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 |
| 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 |

V. **OTHER REQUIREMENTS**

- A. Bidders must have the experience, qualifications, stock and facilities to handle this kind of contract. Inventory must include a substantial stock of teaching/instructional supplies likely to be purchased by SBCISD. .
- B. Invoice each order and shipment separately. **DO NOT** mix purchase orders number on a single invoice.
- C. SBCISD reserves the right to make purchases from other vendors should it be on an emergency basis or should there be a substantial price difference favorable to SBCISD.
- D. All purchase orders to be issued by SBCISD will be a minimum of \$25.00. If below that amount, SBCISD must be authorized by the successful bidder.

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

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TEACHING/INSTRUCTIONAL SUPPLIES**

BID QUOTATION AND QUESTIONNAIRE FORM

I. SAMPLE ORDER FORM

Please use attached Sample Order Form. You must fully complete this form, you must bid the brand name indicated and submit it as part of your proposal as failure to do so will withdraw your bid proposal from consideration. Please see **ATTACHMENT-A**.

II. DISCOUNT RATE AND CATALOGUE

1. Please specify the discount offered on catalog prices. _____%

Please state the catalog and year that the discount rate applies to. (For ex. School Specialty, Lakeshore, etc.) **Please note, the discount rate cannot change from September 1, 2008 until August 31, 2009.**

_____ year _____ Catalog

2. Your company must guarantee the discount rate from the date of contract award through August 31, 2008.

_____ yes _____ No

If not your bid proposal will be withdrawn from consideration.

III. COMPANY REFERENCE AND OTHER DATA

1. How long have you been in business? _____

2. Can you deliver to all other locations districtwide?

_____ yes _____ no

3. Can you deliver within fourteen (14) business days after receiving order?

_____ yes _____ no

If other, please state: _____

4. Do you have a toll-free number?

_____ yes _____ no

5. Partial shipment of purchase orders **are not accepted** by SBCISD. Only complete shipment orders are preferred. Can you comply with this?

_____ yes _____ no

6. Please list at least two references which you are currently doing business with.

A. Name _____

Address _____

Telephone _____

Contact Person _____

B. Name _____

Address _____

Telephone _____

Contact Person _____

C. Name _____

Address _____

Telephone _____

Contact Person _____

WE THE UNDERSIGNED SUBMIT THE ABOVE BID PROPOSAL FOR THE ABOVE ITEM.

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 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: _____

Website: _____