

NOTICE TO VENDORS

Sealed proposals addressed to the Bid Committee, Jacksboro Independent School District, 812 W. Belknap, Jacksboro, Texas 76458, will be received until:

Friday, March 13, 2009 @ 2:00 P.M. FOR MAINTENANCE SUPPLIES

Proposals will not be publicly opened and read. Any additional information regarding this proposal may be obtained by calling the Administration Office at (940) 567-7203.

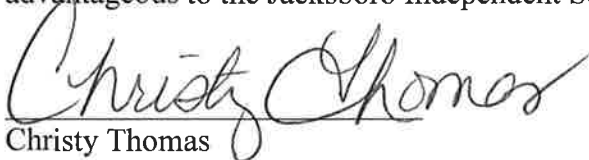
SEALED PROPOSALS SHOULD BE PLAINLY MARKED AS SHOWN

**BID COMMITTEE
812 W BELKNAP
JACKSBORO, TX 76458**

SEALED PROPOSAL FOR MAINTENANCE SUPPLIES

Any proposal received later than the specified time, whether delivered in person or mailed shall be disqualified.

Proposals may be submitted on any or all items, unless stated otherwise. The Trustees reserved the right to reject any or all proposals and to accept any proposal deemed most advantageous to the Jacksboro Independent School District.



Christy Thomas
Business Manager

MAINTENANCE SUPPLIES BID # 09-02
SPECIFICATIONS & BID SHEET

THE JACKSBORO INDEPENDENT SCHOOL DISTRICT IS ACCEPTING PROPOSALS ON CATALOGED MAINTENANCE MATERIALS FOR THE 2009-2011 SCHOOL YEARS. THESE ITEMS WILL BE REQUISITIONED AND ORDERED AS NEEDED.

Specifications:

1. A current catalog must be furnished to each school and to the purchasing department.
2. Orders **MUST** be shipped FOB to our warehouse. All orders must be marked and packed for schools and departments as designated on the individual purchase orders.
3. **Bids are to be firm for TWO (2) years**, March 16, 2009 thru March 16, 2011. The contract will automatically re-new for year 2 unless the vendor notifies the JISD otherwise.
4. Awards will be made on the sampling of items attached, based on the price less discount offered. **ENTER ONE DISCOUNT FIGURE ONLY**. Sliding discounts will not be considered.
5. The District reserves the right to review the delivery performance of the successful supplier and to re-award to the next low bid if delivery is unsatisfactory. A reasonable length of time to complete orders will be given; however, purchase orders over 60 days are considered unreasonable and review of the proposal may be undertaken.
6. Payment will be made on partial shipments. Invoices will be placed in line for payment on the District's regular schedule when verification of receipt has been made.
7. The Board of Education reserves the right to reject any or all quotations.
8. **THE BOARD RESERVES THE RIGHT TO MAKE THE AWARD ON THE BASIS OF THE BEST INTEREST OF THE SCHOOL DISTRICT AND TO WAIVE TECHNICALITIES.**
9. Items will be furnished as requested **WITHOUT SUBSTITUTION**.
10. All orders will be placed on an "as needed" basis.
11. Proposals without samples as requested cannot be considered.

**MAINTENANCE SUPPLIES BID # 09-02
SPECIFICATIONS & BID SHEET**

The District is requesting a **PERCENT OFF DISCOUNT** from list price for subsequent orders. This Catalog Bid may be awarded by Category of Product or as a total Award, whichever appears to be advantageous to the District. This bid may be awarded to multiple vendors.

QUESTIONS	YES	NO
1. Is there a minimum order requirement? If "yes" state minimum order amount \$ _____		
2. Will you mark each package with school and teacher names and applicable purchase order number?		
3. Will you provide a packing list with each shipment?		
4. Are any items specifically excluded? If "yes", please mark "NO" on Specification compliance Certification and specify them.		
5. Are your list prices guaranteed for the bid period (March 16, 2009 – March 15, 2010) with discounts to be taken from your list price?		

PROPOSAL: PERCENT OF DISCOUNT FROM LIST PRICE ALLOWED ON MAINTENANCE MATERIALS		<div style="border: 2px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> % </div>
COMPANY NAME:		
ADDRESS:		
TELEPHONE ()	DATE:	
BY		

SIGNATURE

TITLE

GENERAL CONDITIONS

1.0 SCOPE OF PROPOSAL

1.1 It is the intention of Jacksboro Independent School District to contract:

MAINTENANCE SUPPLIES

1.2 This bid is in six (6) parts: Notice to Bidders, Instructions to Bidders, General Conditions, Responsibilities of Vendors and Manufacturers, Contract Specifications, and Bid Form.

2.0 APPLICABILITY

These conditions are applicable and form a part of the contract documents in each equipment and/or service contract and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and proposal forms.

3.0 DESCRIPTION OF ITEMS

Any brand/manufacturer/trade names and/or model numbers, where listed are used for the purpose of brevity in describing an item and unless stated otherwise is used only to indicate type and quality of material. It is not the School District's intent to limit consideration of an approved equal. Descriptive information and product specifications must be provided and where appropriate, a sample may be requested for any items other than the referenced item.

4.0 SPECIFICATIONS

The proposal bidder shall note in writing any deviations from specifications and shall submit those changed specifications as alternates.

5.0 QUANTITIES REQUIRED

These are substantially correct, but the School District reserves the right to purchase additional quantities above that stated at the same unit price unless otherwise specified by the bidder. Additional purchases are not to exceed 25% of the original purchase.

6.0 DELIVERY DATE

As part of the proposal, bidders must supply the projected delivery date. If delays are foreseen, bidders will give written notice to the Business Office at which time extensions will be taken under advisement.

7.0 CUTS, DRAWINGS, CATALOG REFERENCE, DESCRIPTION

When cuts, drawings, catalog references or detailed descriptions are required to support the proposal, it is understood that whatever is submitted with the proposal will represent what the bidder is actually offering.

8.0 CONTRACT

The awarded contract will be put into effect by means of a purchase order issued by the Business Office.

9.0 TERMS OF PAYMENT

Payments for contract completion will be available within thirty (30) days of delivery, acceptance, and inspection of the merchandise by the School District and receipt of invoice from vendor.

10.0 INSPECTION REQUIREMENTS

Final inspection will be made at the site after delivery. In case of rejection of items due to failure of meeting contract requirements, the vendor shall promptly remove such rejected or damaged items and replace them by delivering to the same inspection point, those items that meet the contract requirements without any additional expense to the owner for freight or other related charges.

11.0 DELAYS AND DEFAULTS

In case of default of the vendor, Jacksboro Independent School District reserves the right to terminate the contract agreement and to purchase equal in the open market.

12.0 QUESTIONS

Those concerning this bid shall be addressed to Christy Thomas, Jacksboro Independent School District, 812 West Belknap, Jacksboro, TX 76458 (940) 567-7203.

13.0 DISCLOSURES

By signing the proposal, a bidder affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the proposal submitted.

Bidder shall note any and all relationships that might be a conflict of interest and include such information with the proposal.

By signing this proposal, a bidder affirms that, to the best of his/her knowledge, the proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of the proposal.

14.0 AWARD OF CONTRACT

The Jacksboro Independent School District reserves the right to reject any and all proposals, to award the contract for any item as it may appear most advantageous to the District, and to waive all formalities in the bidding process. The School District reserves the right to negotiate the contract with any and all bidders as it deems appropriate.

14.1 The Jacksboro Independent School District reserves the right to award the contract to one vendor or multiple vendors.

14.2 The Jacksboro Independent School District may award a contract for any or all sections of this proposal.

15.0 INSURANCE

Contractors will be required to provide proof of insurance; such as general liability, workman's compensation insurance as required by rule 28 TAC 110.110(c)(7) and any other insurance the project would require.

16.0 NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR

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.

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 or misrepresented the conduct resulting in the conviction. Required by Texas Education Code 44.034

RESPONSIBILITIES OF VENDORS AND MANUFACTURERS

- A. The responsibility for compliance with these item specifications shall be with the vendors and manufacturers.
- B. Vendors and/or manufacturers are expected to provide prompt service that is due under warranty.
- C. All items awarded are to be delivered in good condition.
- D. New equipment shall be delivered complete and ready for operation to the Jacksboro Independent School District.
- E. Vendors are to advise the District of order status.
- F. The vendor agrees to protect the District from recourse and all claims arising from patent copyright infringement.
- G. All transportation charges for samples of items, as requested, shall be borne by the vendor.
- H. Material Safety Data Sheets are to accompany all products that are deemed a potential hazard in consumer usage. It will be the vendors and manufacturers responsibility to assure that all necessary data be supplied with the delivery date of items at the Jacksboro Independent School District.