

Vendor Name: \_\_\_\_\_

***ARLINGTON INDEPENDENT  
SCHOOL DISTRICT***

PURCHASING DEPARTMENT

*Betty Knox  
Director of Purchasing*

**BID NO. 10-01**

**CATALOGED OFFICE FURNITURE - 2009-10**

**BIDS DUE: JULY 14, 2009  
TIME: 2:00 P.M., CST**

ARLINGTON INDEPENDENT SCHOOL DISTRICT  
1203 West Pioneer Parkway  
Arlington, Texas 76013

**ARLINGTON INDEPENDENT SCHOOL DISTRICT**  
**1203 West Pioneer Parkway**  
**Arlington, Texas 76013**

OFFICE OF:  
DIRECTOR OF PURCHASING

Bidders and Vendors:

The Board of Trustees of the Arlington Independent School District will receive sealed bids in the office of the Director of Purchasing, 1203 West Pioneer Parkway, Arlington, Texas, as per attached specifications.

The Arlington Independent School District agrees to use diligent efforts to purchase all goods and services from businesses within the boundaries of the Arlington Independent School District whenever such goods and services are comparable in availability, quality and price. The district encourages contractors, in performing the contract, to implement the same policies.

The Arlington Independent School District awards all bids in accordance with Texas Education Code 44.031.

The Arlington Independent School District reserves the right to reject any or all bids, and to waive any formality or irregularity and to make the award of the contract in the best interest of the Arlington Independent School District.

The use of manufacturers' names and models is for description only and is not restrictive.

Literature on items bid is desirable and samples may be required.

Any item which does not perform or meet tests as specified or claimed by the seller will be placed at no cost to the school district. All discounts shall be listed on the bid form. Payment will be made only after satisfactory delivery and/or installation. Transfer or assignment of contracts by the seller is prohibited.

You may bid on any or all items, but please bid by item, using the attached forms for your proposal.

In submitting your bid, please mark on the outside of the envelopes **BID NUMBER 10-01**

The bid must be in the office of the Director of Purchasing no later than: **2:00 P.M. JULY 14, 2009.**  
ALL BID PRICES MUST BE F.O.B. ARLINGTON

Thank you for your response to this bid.

Sincerely,

Betty Knox  
Director of Purchasing

**ARLINGTON INDEPENDENT SCHOOL DISTRICT**  
**1203 West Pioneer Parkway**  
**Arlington, Texas 76013**

GENERAL BID SPECIFICATIONS

1. Delivery shall be made as soon as possible. Payment will be made by Purchaser after satisfactory delivery.
2. All bids shall include **freight to purchaser's designated location(s)** within the School District. **Inside delivery is required** to all locations except the AISD receiving dock. (See Bid Form)
3. Awards may be made on an item-by-item basis.
4. All quantity and prompt payment discounts shall be listed on the bid form.
5. Quantities are estimated only and may be increased or decreased. This bid shall be firm through firm through **August 31, 2010**.
6. Specifications on the items you are bidding are desirable and samples may be required. If you are bidding **other than specified, you must list the brand and/or model you are bidding**.
7. Past performance, seller's location, and availability of stock and representative will be considered in award of the bid.
8. Any item which does not perform or meet tests as specified, or as claimed by the seller, will be replaced at no cost to the purchaser.
9. Transfer of assignment of contracts by seller is prohibited.
10. The School District reserves the right to accept or reject bids on each item separately or as a whole.
11. Title to the material shall pass to the Arlington Independent School District upon receipt by the school district.
12. Checks will be issued to the vendor awarded the contract. Requests for joint-pay checks will not be honored.
13. In case of extension error unit price will prevail.
14. Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.
15. All bid openings are public, and the bids are read aloud; therefore, **bid results will not be given by telephone**. If you would like to receive a bid tabulation by mail, please include a self- addressed, stamped envelope with your bid.

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AUTHORIZED SIGNATURE

NAME OF COMPANY

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TELEPHONE NUMBER

ADDRESS

---

DATE

E-MAIL ADDRESS

CITY

STATE

ZIP CODE

---

TERMS

FAX NUMBER

**BID NUMBER: 10-01**

ARLINGTON INDEPENDENT SCHOOL DISTRICT  
1203 West Pioneer Parkway  
Arlington, Texas 76013

## IMPORTANT NOTICE TO BIDDERS

In order to be in compliance with the State Competitive Bidding Requirement for School Districts the Arlington Independent School District is seeking sealed bids for Cataloged Office Furniture for the 2009-10 school year.

The attached bid form asks for a % discount from the catalog price of library supplies; however if you are unable to offer a discount, enter "0%" or "None" in the appropriate space. Although it is desirable to receive a discount, **it is not a requirement for placement on, or remaining on, the approved vendor listing. You MUST sign the bid form in order to remain on, or be added to, the approved vendor listing.**

All vendors who respond to this bid invitation will be added to an approved vendor list for the purchase of cataloged standard curriculum materials. If you choose NOT to respond to this bid invitation, **YOUR COMPANY WILL NOT BE USED FOR THE PURCHASE OF OFFICE FURNITURE.**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
DATE

**BID NUMBER: 10-01**

**ARLINGTON INDEPENDENT SCHOOL DISTRICT  
1203 West Pioneer Parkway  
Arlington, Texas 76013**

**BID NO. 10-01**

**ANNUAL CONTRACT FOR OFFICE FURNITURE - 2009-10**  
**VENDOR QUALIFICATION**

**BID FORM**

**VENDOR MUST RETURN SIGNED BID FORM WITH ANY ATTACHMENTS.**  
Questions regarding this bid should be directed to Lynda Hopp via e-mail at lhopp@aisd.net and will be answered via return e-mail. Any changes to the bid specifications will be issued in written addenda.

The estimated expenditure for the contract is approximately \$100,000 per year. However, this estimate should not be construed to be a guarantee of either minimum or maximum since usage is dependent upon actual needs and available funding.

Please provide the following information:

**% Discount from Catalog Price (Factory Pricing)** \_\_\_\_\_ %

**% Discount from Catalog Price (In-stock Pricing)** \_\_\_\_\_ %

(Please note you may enter any discount from 0 - 100% or the word "varies" in the above space.)

List below any items or categories of items to which the discount reflected above DOES NOT apply. Please list the applicable discount of the exceptions in the appropriate space.

_____	_____ %
_____	_____ %
_____	_____ %

Is there a minimum order requirement?                      Yes                      No

If so, please explain: \_\_\_\_\_

**\*\*\*\*IMPORTANT\*\*\*\***

**A current copy of your company's certificate of liability insurance (ACORD) must accompany your bid response, unless the District has a CURRENT certificate on file. You may call 682-867-7224 to verify that a current certificate is on file. NOTE: The certificate on file MUST include all specified items listed on the enclosed Insurance Requirements. If it does not, your company is required to submit a complete certificate with your bid response.**

BID FORM (Cont.)

How will you handle shortages & discrepancies in a shipment?

Will items be furnished as ordered without substitution: Yes No

If no, please explain: \_\_\_\_\_

Any other charges/comments: \_\_\_\_\_

Can your company provide an electronic catalog? (Circle One) Yes No

If yes, please provide an e-mail address of the person to whom we would send our requirements:  
\_\_\_\_\_

Can your company provide a photo image of the items in your catalog? Yes No

Will your company accept electronic copies of purchase order? Yes No  
(The electronic purchases will be sent in Adobe format.)

If yes, please provide an e-mail address to which to send our electronic purchase orders:  
\_\_\_\_\_

Do you have a sales representative servicing the AISD account at regular intervals?

If yes, please provide: Yes No  
Name: \_\_\_\_\_  
Telephone/Fax #'s \_\_\_\_\_  
E-mail Address: \_\_\_\_\_



## INSURANCE REQUIREMENTS

The successful bidder, or proposer, shall provide and maintain insurance in a company rated no less than “ A” by A.M. Best and Company, and in a company licensed to sell insurance as an “ admitted carrier” in the State of Texas. Said insurance shall be evidenced by a Certificate of Insurance (standard ACCORD form) delivered to the District, or its designated representative, indicating the limits of coverage, naming the Arlington Independent School District as an additional named insured on all policies except workers’ compensation, and adding a blanket waiver of subrogation endorsement on the workers’ compensation, automobile liability, and general liability policies. Certificate(s) of Insurance shall describe any material endorsements, exclusions, or deductible provisions which substantially alter coverage under the listed policies. Coverage and limits of liability shall be as follows:

Insurance requirements:

<u>Workers’ Compensation</u>	Statutory
Employers’ Liability-	
B.I. by accident	\$500,000/accident
B.I. by disease	\$500,000/person
B.I. by disease	\$500,000/aggregate
 <u>General Liability</u>	 \$500,000 aggregate \$500,000 products/completed ops. \$500,000 personal injury/advertising \$500,000 per occurrence \$100,000 fire damage \$ 10,000 medical expense
 <u>Automobile Liability</u>	
Bodily Injury	\$250,000 per person \$500,000 per accident
Property Damage	\$250,000 per accident
	Or
Combined Single Limit	\$1,000,000 per accident
 <b>Hired &amp; Non-Owned Auto</b>	 <b>same limit as owned autos</b>

**ARLINGTON INDEPENDENT SCHOOL DISTRICT  
1203 West Pioneer Parkway  
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**FORMS CHECKLIST**

**BID NO.10-01**

Please place a checkmark in the space provided next to the following items. All forms listed below must be included with your bid package.

- Completed – Bid Form
- Completed – Felony Convictions Disclosure Statement
- Completed – Historically Underutilized Business (HUB)
- Completed – W-9 Form
- Completed – Conflict of Interest
- Completed – Suspension or Debarment Certificate
- Completed – Current Certificate of Insurance (ACORD) per requirements as enclosed (if applicable)

**ARLINGTON INDEPENDENT SCHOOL DISTRICT**  
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**FELONY CONVICTION NOTIFICATION**

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states, 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 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.

Subsection (b) states, " 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 the in the conviction." The district must compensate the person or business entity for services performed before the termination of the contract.

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION  
PLEASE COMPLETE THE INFORMATION BELOW**

Vendor s Name: \_\_\_\_\_

Authorized Company Official s Name (Please print or type): \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

A. My firm is a publicly-held corporation; therefore this reporting requirement is not applicable.

Signature of Company Official \_\_\_\_\_  
Date \_\_\_\_\_

B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official \_\_\_\_\_  
Date \_\_\_\_\_

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): \_\_\_\_\_

\_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

Arlington Independent School District  
1203 W. Pioneer Parkway  
Arlington, TX 76013

Bid #10-01

## HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION

Bidding companies that have been certified by the Texas Building and Procurement Commission (TBPC) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation. The electronic catalogs will indicate HUB certification for vendors that properly indicate and document their HUB certification on this form.

\_\_\_\_\_ I certify that my company has been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form.  
**(Required documentation for recognition as a HUB).**

\_\_\_\_\_ My company has NOT been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB).

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name (Please Print)

# Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
List account number(s) here (optional)		
Requester's name and address (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number
+
or
Employer identification number
+

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

## Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Arlington Independent School District  
1203 W. Pioneer Parkway  
Arlington, TX 76013**

**Bid # 10-01**

## **SUSPENSION OR DEBARMENT CERTIFICATE**

Non-Federal entities are prohibited from contracting with or making subawards 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 subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder :

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Sec. 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (\_\_\_\_.36)

Vendor Name : \_\_\_\_\_

Vendor Address : \_\_\_\_\_

Vendor E-mail Address : \_\_\_\_\_

Vendor Telephone : \_\_\_\_\_

Authorized Company Official's Name : \_\_\_\_\_  
(Printed)

Signature of Company Official : \_\_\_\_\_

Date : \_\_\_\_\_

## CONFLICT OF INTEREST

Effective January 1, 2006, Chapter 176 of the Local Government Code requires a person who contracts or seeks to contract with the Arlington Independent School District for the sale or purchase of property, goods, or services to file a conflict of interest questionnaire with the District. The questionnaire must be filed no later than the seventh business day after the date that the person: (1) begins contract discussions or negotiations with the District or (2) submits to the District a response to a request for proposal or bid, correspondence, or another writing related to a potential agreement with the District.

An updated conflict of interest questionnaire must be filed no later than September 1 of each year in which the person: (1) has begun contract discussions or negotiations with the District or (2) submits to the District an application, response to a request for proposals or bids, correspondence or another writing related to a potential agreement with the District; and (3) the seventh business day after the date on an event that would make a statement in the questionnaire incomplete or inaccurate. The updated questionnaire is not required if the person has filed an updated questionnaire on or after June 1, but before September 1 of that year.

It is the vendor's responsibility to interpret the requirements of Chapter 176 of the Local Government Code.

The conflict of interest questionnaire **MUST** be completed **AND SUBMITTED** on-line at: <http://www.aisd.net/conflict>

The District will post all conflict of interest questionnaires on its website.