

ATTENTION

YOUR COMPANY MUST RESPOND TO THE FOLLOWING BID IN ORDER TO REMAIN OR BE ADDED AS AN APPROVED VENDOR.

THE FOLLOWING BID WILL REPLACE QUOTE #005-09. IN ORDER FOR YOUR COMPANY TO REMAIN AN APPROVED VENDOR FOR LAUNDRY SUPPLIES YOUR COMPANY MUST RESPOND TO THE FOLLOWING BID.

IF WE DO NOT RECEIVE A BID FROM YOUR COMPANY, NO LAUNDRY SUPPLIES WILL BE PURCHASED FROM YOUR COMPANY FOR THE ENTIRE 2009-2010 SCHOOL YEAR.

Vendor Name: _____

***ARLINGTON INDEPENDENT
SCHOOL DISTRICT***

PURCHASING DEPARTMENT

*Betty Knox
Director of Purchasing*

BID NO. 10-22

LAUNDRY SUPPLIES FOR INVENTORY & CATALOG

**BIDS DUE: JULY 16, 2009
DUE AT: 2:00 PM
OPENED AT: 2:00 PM**

***** NOTE - THIS BID IS FOR SPECIFIC INVENTORY ITEMS (ATTACHED LIST) AND ALSO FOR CATALOG PURCHASES. VENDORS RESPONDING TO THIS BID SHOULD MAKE SURE TO SIGN AND RETURN ALL THE FORMS LOCATED ON THE FORMS CHECKLIST PLUS THE BID FORM (IF APPLICABLE) IN ORDER TO BE ON THE APPROVED VENDOR LIST FOR NON-INVENTORY PURCHASES.***

ARLINGTON INDEPENDENT SCHOOL DISTRICT

1203 West Pioneer Parkway

Arlington, Texas 76013

**OFFICE OF:
DIRECTOR OF PURCHASING**

Bidders and Vendors:

The Board of Education 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, Section 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 District reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the District in the event of breach or default of this contract. The District reserves the right to terminate the contract immediately in the event the successful bidder fails to meet schedules or otherwise perform in accordance with these specifications. Breach of contract or default authorizes the District to purchase the service from the next low bidder or elsewhere, and charge the full increase in cost and handling to the defaulting successful bidder.

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 replaced 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 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 10-22.

This bid must be in the office of the director of purchasing not later than

2:00 P.M., JULY 16, 2009.

Thank you for your response to this bid.

Sincerely,

Sherry Ellis
Buyer

ARLINGTON INDEPENDENT SCHOOL DISTRICT

1203 West Pioneer Parkway

Arlington, Texas 76013

GENERAL BID REQUIREMENTS

1. Delivery shall be made as soon as possible. Payment will be made by Purchaser after satisfactory delivery.
2. All quotations shall include freight to purchaser's designated locations within the School District.
3. Awards may be made on an item by item basis or whatever is in the best interest of the District.
4. All quantity and prompt payment discounts shall be listed on the bid form.
5. Quantities are estimates only and may be increased or decreased; your quotation shall be firm **FOR ONE YEAR FROM DATE OF BOARD APPROVAL (AUGUST 6, 2009).**
6. Specifications on the items you are bidding are desirable and samples may be required.
7. Past performance, seller's location, and availability of stock and representative will be considered in award of the bid.
8. Any item that does not perform or meet test as specified or as claimed by the seller will be replaced at no cost to purchaser.
9. Transfer or assignment of contracts by seller is prohibited.
10. The School District reserves the right to accept or reject quotations 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. Request for joint-pay checks will not be honored.
13. In case of extension errors, unit price prevails.
14. **All bid openings are public, and the bids are read aloud; therefore, bid results will not be given over the telephone. If you would like a bid tabulation mailed to you, please include a self-addressed stamped envelope with your bid.**

NAME OF COMPANY	AUTHORIZED SIGNATURE	PRINTED SIGNATURE
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ADDRESS	CITY	STATE	ZIP
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PHONE NUMBER	FAX NUMBER	DATE
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10-22

BID NUMBER	PAYMENT TERMS	E-MAIL ADDRESS
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ARLINGTON INDEPENDENT SCHOOL DISTRICT

1203 West Pioneer Parkway

Arlington, Texas 76013

VENDOR "NO BID" NOTICE

Dear Vendor:

If you decide not to submit a bid on this project, please complete this form, fold, seal and attach proper postage and return to AISD.

You may also fax this notice to AISD at: (817) 459-7246. We must receive this form before the opening date and time.

COMPANY NAME:	
ADDRESS:	
COMPANY PHONE #:	
COMPANY FAX #:	
BID/PROJECT #:	10-22
BID OPEN DATE:	7-16-09
REASON FOR NOT SUBMITTING A BID:	
DATE:	
SIGNATURE:	
PRINTED NAME:	
TITLE:	

Thank you for your assistance.
AISD Purchasing Office

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

FORMS CHECKLIST

Please place a checkmark next to the following items. All of the (Required, must be in bid package) items must to be included with your bid, or your bid will be marked ‘not as specified’.

- _____ Completed – Felony Convictions Disclosure Statement (**Required, must be in bid package.**)

- _____ Completed – Dealership Listing (**If Applicable**)

- _____ Completed – Historically Underutilized Business (HUB) (**If Applicable**)

- _____ Completed – Debarment Form (**Required, must be in bid package.**)

- _____ Completed – W-9 Form (**Required, but may be submitted later.**)

- _____ Completed – Conflict of Interest (**Required, but may be submitted later.**)

- _____ Completed – Bid Form (**Required, must be in bid package.**)

- _____ Completed – Inventory Items (**If Applicable**)

Arlington Independent School District
1203 West Pioneer Parkway
Arlington, Texas 76013

Bid 10-22

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 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:

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor’s Name: _____

Authorized Company Officials’s Name (Please print or type): _____

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 nor operated by anyone 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: _____ Date: _____

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

Bid 10-22

DEALERSHIP LISTINGS

If your company has more than one locations that will be servicing this contract, please list each location below. If additional sheets are required, please duplicate this form if necessary.

(Please print)

Company Name

Address

City State Zip

Phone Number Fax Number

Contact Person

Company Name

Address

City State Zip

Phone Number Fax Number

Contact Person

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

Bid 10-22

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)

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

Bid 10-22

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 : _____

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	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.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (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.)

Sign Here	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.

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/register.asp>. (please see note below)

If you have already submitted your application on-line please go to this web site

<http://www.aisd.net/conflict/LogIn.asp> and verify if there are any changes.

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

PLEASE NOTE: Vendors need to fill out this form ONLY IF A CONFLICT EXISTS.

If no conflict exists, please put "no conflict exists" on the forms checklist page.

REF # ** Draft **

Category: LAUNDRY SUPPLIES / Detergent & Misc. to Carts

=====
Unit Count District stock code Unit cost
Quantity Size Description/Comments Extended
=====

23 DR 06.01.0001 \$ _____ \$ _____
BLEACH, LAUNDRY, 50# BOX, 12% CHLORINE, #5316
(LAST GROUP)

Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

45 DR 06.01.0015 \$ _____ \$ _____
DETERGENT, LAUNDRY, 50 # BOX, POWDERED, SUNSHINE,
#5300 (LAST GROUP)

Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

8 PL 06.01.0016 \$ _____ \$ _____
DETERGENT, 100# DRUM, "HERO" OR LINEN PLUS, NO
SUB. (LAST GROUP PRODUCT #)

Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

400 DZ 06.02.0001 \$ _____ \$ _____
TOWELS, CAFETERIA, 15 X 26, BLEACHED WHITE WITH
BLUE CENTER STRIPE, PART #DWM #T1526HB (LAST #)

Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

500 DZ 06.03.0001 \$ _____ \$ _____
TOWELS BATH, WHITE, TERRICLOTH, 20"X40" 5LB,
DWM #T2040, CASSEL IND. #1000, 25 DZ/BALE

REF #

** Draft **

Category: LAUNDRY SUPPLIES / Detergent & Misc. to Carts

Quantity	Unit Count Size	District stock code Description/Comments	Unit cost	Extended
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Brand: _____ Part# _____

Packaging: _____ Catalog Page: _____

Delivery Time: _____

1 EA

06.08.0001 \$ _____ \$ _____
 LAUNDRY BASKET TRK. CANVAS MODEL #32MG-6M, 30" X
 20"W X 20-1/2" H (HD) HEAVY DUTY, #400-70-PW06

Brand: _____ Part# _____

Packaging: _____ Catalog Page: _____

Delivery Time: _____

NOTE: Please change quantities to even case quantities when appropriate.

Authorized signature

Name of company

Telephone

Address

Date

Terms

** Draft **
Ref. number