

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 BID #08-161 AND QUOTE #017-09. IN ORDER FOR YOUR COMPANY TO REMAIN AN APPROVED VENDOR FOR GENERAL MAINTENANCE SUPPLIES YOUR COMPANY MUST RESPOND TO THE FOLLOWING BID.

IF WE DO NOT RECEIVE A BID FROM YOUR COMPANY, NO GENERAL MAINTENANCE 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. 10-27

**GENERAL MAINTENANCE SUPPLIES FOR
INVENTORY & CATALOG**

**BIDS DUE: JULY 21, 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 10-27.

This bid must be in the office of the director of purchasing not later than
2:00 P.M., JULY 21, 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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10-27

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 #:	10-27
BID OPEN DATE:	7-21-09
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 10-27

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 10-27

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 10-27

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 ▶

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.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

- 9. A futures commission merchant registered with the Commodity Futures Trading Commission;
- 10. A real estate investment trust;
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
- 12. A common trust fund operated by a bank under section 584(a);
- 13. A financial institution;
- 14. A middleman known in the investment community as a nominee or custodian; or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15**.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13 . Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See **Form 1099-MISC**, Miscellaneous Income, and its instructions.
² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.ssa.gov/online/ss5.html. You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



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.

ARLINGTON INDEPENDENT SCHOOL DISTRICT

1203 West Pioneer Parkway

Arlington, Texas 76013

Bid 10-27

**GENERAL MAINTENANCE SUPPLIES FOR INVENTORY & CATALOG
SPECIFICATIONS:**

INVENTORY/CATALOG BID:

Bid number 10-27 is a combination inventory line-item and a catalog discount bid for GENERAL MAINTENANCE SUPPLIES for Arlington Independent School District. *Please list pricing on attached list for attached line-item inventory.* As this list is for a wide range of inventory items, the vendors may bid on as many or few as they are able to supply.

1. In addition to the attached inventory line-item list, this bid encompasses all items available in bidders' inventory.
2. All items will be purchased **AS NEEDED**.
3. The bid will be effective for one year following Board approval. If your company lists a "valid through date" on any inventory item that is less than the one-year period, those items will be marked "not-as-specified."
4. If a manufacturer's price increase/decrease occurs during the contract period, Arlington ISD will honor the price increase/decrease when proof of such increase/decrease is received in the Purchasing Department. A price increase/decrease will not change the bid discount. **Please note that if you exercise this option, the AISD has the right to re-award the item(s) to another company if your increased price is higher than the other company's original bid price.**
5. In order to be considered for the award of any item(s) in which an alternate brand is being bid (any brand other than what is specified in the description of the item), that item must clearly be marked and a catalog (include page numbers), a company website and/or specification sheets included, or your bid will be marked "not as specified."
6. Minimum order requirements for items in the inventory section of this bid will be marked "not as specified", and the award of the contract will be made to the next low bidder which meets specifications.
7. For items with a unit designated as Package (pkg), Box (bx), Case (cs), etc. vendors must clearly note on their response any difference in their proposed unit quantity.
8. Please list a delivery time for each item. Delivery time will be used as a factor in the award of each item.
9. **All prices must include shipping cost and inside delivery to the Arlington Independent School District's warehouse or must be stated in the "exception" portion of this bid that your company will charge shipping and handling.**
10. If items must be delivered on wooden pallets, pallets will not be exchanged at the AISD receiving dock. **DISPOSABLE PALLETS WILL NOT BE ACCEPTED.** Separate pallet charges will not be considered.

If you have any questions about this bid, contact Sherry Ellis at (682) 867-7223.

ARLINGTON INDEPENDENT SCHOOL DISTRICT

1203 West Pioneer Parkway

Arlington, Texas 76013

**BID 10-27 – GENERAL MAINTENANCE SUPPLIES FOR INVENTORY &
CATALOG
BID FORM**

VENDOR MUST RETURN SIGNED BID FORM WITH ANY ATTACHMENTS.
Please include a copy of any catalogs or price sheets being bid. ALSO - COMPLETE THE ATTACHED LINE-ITEM INVENTORY FORM.

The estimated expenditure for this contract is approximately \$100,000.00 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.

CATALOG OR SHELF PRICE DISCOUNT: _____%
(This may be any numerical discount or write the word “varies” in the above blank. Your % discount will be for all items in your inventory, in addition to General Maintenance Supplies.)

All vendors who respond to this bid invitation will be added to the AISD’s approved vendor list.

Exceptions to this bid or comments: _____

Is delivery service provided? (Circle One) Yes No

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

NOTE: State law prohibits bidders from faxing bid responses. You may wish to overnight or federal express your response to this bid invitation. You also may hand carry your response to the purchasing department.

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

Bid 10-27

The undersigned hereby offers to provide the articles/services specified above at the prices and terms stated. Net price must include inside delivery and freight. The Arlington Independent School District (AISD) is exempt from all federal excise taxes and state sales tax. This bid may be withdrawn after the specified time. AISD reserves the right to accept or reject in part or in whole any bids submitted and to waive any technicalities for the best interest of AISD.

FUNDING OUT PROVISION:

If Arlington Independent School District fails to appropriate funds to provide for the annual funding of the contract (10-27), the AISD may terminate the contract, without termination charges, provided the contractor receives at least thirty (30) days prior written notice of the termination stating the non-appropriation of funds as the reason for termination.

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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10-27

BID NUMBER	PAYMENT TERMS	E-MAIL ADDRESS
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1 EA 15.13.0001 \$ _____ \$ _____
MIRRORS W/SS FRAME, B-1651824, 18 1/4" X 24 1/4",
NUTONE PART #4E569, NO SUB.
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

500 EA 15.14.0002 \$ _____ \$ _____
POP RIVETS 1/8 X 3/8, MSC PART #76806090, OR
MARSON #41009, 500/BOX, NO SUB. (GRAINGER #5X520)
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

2 GL 15.15.0050 \$ _____ \$ _____
COVE BASE ADHESIVE, GALLON, PARA BOND PART #141389
NO SUB.
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

2 EA 15.16.0002 \$ _____ \$ _____
OIL ABSORBANT 25 LB BAGS, GRANUALS ONLY, OIL-DRI
50 LB PART #1215169, NO SUB.
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

16 EA 15.16.0006 \$ _____ \$ _____
SAKCRETE, 80# BAG, TXI OR SAKCRETE ONLY, NO SUB.
(LOWES PART #132022)
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

1 EA 15.20.0001 \$ _____ \$ _____

25 EA 15.81.0020 \$ _____ \$ _____
BOLT, TOGGLE, REG HEAD, 3/8 X 4", FASTENAL #51679,
WEJ-IT #TMB3840, 25/PKG. (GRAINGER #5HY51)
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

50 EA 15.81.0080 \$ _____ \$ _____
BOLT, TOGGLE MUSHRM HD., 1/4 X 3, WEJ-IT #01914837
WB #TBM143, 50/PKG. (WB #)
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

50 EA 15.81.0081 \$ _____ \$ _____
BOLT, TOGGLE, 1/4 X 4", WEJ-IT #TB41440, 50/PKG.,
(GRAINGER #3YU40)
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

100 EA 15.81.0087 \$ _____ \$ _____
MACHINE SCREW RND HEAD, 1/2 PHILL, 1/4 20 PHILLIPS
1/2", GRAINGER #2EU88, 100/PKG.
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

100 EA 15.84.0001 \$ _____ \$ _____
SCREW, S/M PHILLIPS P/H, 6 X 1/2, PART #1LY45,
100/PKG. (GRAINGER #)
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

100 EA 15.84.0002 \$ _____ \$ _____

100 EA 15.89.0022 \$ _____ \$ _____
SCREW, CAP, HEX HEAD, 5/16 X 1, GRAINGER #2BB28,
100/PKG.
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

50 EA 15.89.0024 \$ _____ \$ _____
SCREW, CAP, HEX HEAD, 5/16 X 1 1/2", GRADE 5,
GRAINGER #2BE23, 100/PKG.
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

50 EA 15.89.0025 \$ _____ \$ _____
SCREW, CAP, HEX HEAD, 5/16 X 2, GRAINGER #2BE27,
100/PKG.
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

100 EA 15.89.0027 \$ _____ \$ _____
SCREW, CAP, HEX HEAD, 5/16 X 2 1/2", GRADE 5,
GRAINGER #2BE31, 100/PKG.
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

100 EA 15.89.0042 \$ _____ \$ _____
SCREW, CAP, HEX HEAD, 3/8 X 1, GRAINGER #2BB38,
100/PKG.
Brand: _____ Part# _____
Packaging: _____ Catalog Page: _____
Delivery Time: _____

100 EA 15.89.0043 \$ _____ \$ _____

