

Ponder ISD and its Assigns
400 W. Bailey
Ponder, TX 76259

PLEASE READ THIS COVER SHEET – VERY IMPORTANT

Dear Vendor,

Ponder ISD and/or ITS ASSIGNS are in the process of updating approved vendors so that we can better comply with the State of Texas purchasing laws. We currently do business with a large list of vendors of which you are part of. The law says that if we expend up to \$50,000 on any group of items that fall into a similar category in a fiscal year, we must solicit vendors for such purchases by means of advertising in a local area wide paper for such vendors. This enables us to build a stronger vendor list. Rather than continually pay for ads, we will do one (1) larger advertisement and solicitation to cover many categories. Some refer this type of process as a catalogue bid but **you do not need an official “published catalogue” to participate**. Of course, we are looking for good, fair prices so please list on the sheets provided the discounts you can allow. We are including both large and small businesses in this process as we depend on many small businesses for products and services. Therefore we are asking that you participate in this process. Of course, some years Ponder ISD AND ITS ASSIGNS will expend more or less than in previous years and therefore we can make no guarantee as to the amount of business we will be doing with your company. However, we are going to make a stronger effort to do business with businesses that participate in this quoting and RFP processes.

If you wish to participate, please complete the following document. **Signatures are required to be considered.** You may mail to 400 W. Bailey or fax to (940) 479-8209, Attn: Karen/Kent.
Or you may also, print the forms, complete them, and return as a PDF document to kantle@ponderisd.net.

We would prefer to receive your RFP no later than two weeks after receipt of proposal but since this is a proposal process we will begin opening and awarding upon receipt. Most likely, multiple awards will be made per category. This request is a two year award good through July 2020. We will repeat this process again next year, but if you participate this year, you will not have to complete the process again until 2020. Please call us if you need any assistance or have questions. (940-479-8206)

Thank you in advance for your time and effort. We appreciate it.

Kent Josselet
Assistant Superintendent
940-479-8202

Karen Antle
Purchasing Coordinator
940-479-8206

Ponder ISD and its Assigns
400 W. Bailey
Ponder, TX 76259

GENERAL SUPPLIES for Maintenance, Athletics, Transportation, Teaching, Music/Band & Technology RFP # - 07.2018

I. NOTICE TO RESPONDERS

The Ponder Independent School District (PISD) and its assigns (which we will name PKLA) are soliciting competitive proposals for GENERAL SUPPLIES AND SERVICES for the above mentioned areas to be purchased on an as needed contract basis. **(RFP # 07.2018 - GENERAL SUPPLIES)** to:

Ponder ISD Purchasing Office 400 W. Bailey
Ponder, TX 76259

We would prefer to receive your RFP **no later than two weeks after receipt of proposal**. Proposals will be opened as they are received, evaluated, recorded and school districts and vendors notified.

Again proposals may be **faxed to (940) 479-8209, emailed as a PDF to kantle@ponderisd.net or mail to the above address**. Ponder ISD is not responsible for failure of any fax transmission. Vendors are strongly encouraged to call the buyer named below to make certain that their fax has been successfully received or you may deliver in person to the address above.

Texas' bid laws require school districts to advertise and seek vendors for items/services with an annual aggregate amount of \$10,000 or more, but less than \$49,999. In order to meet these state laws, Ponder ISD and assigns (other school districts that are listed later in this document and possibly others that may wish to join) wish to establish "as needed" contracts with vendors for GENERAL SUPPLIES AND SERVICES with the use of this document/coop.

There are no descriptions or quantities of products noted in the minimum specifications portion of this document. Ponder ISD and its assigns are seeking an agreement to do business with vendors to provide general supplies in the above areas to the District(s). In order to establish a business relationship with the District, vendors must respond to this RFP.

This is an "as needed" type contract for one year from date of award but may be extended for four additional one-year extension options unless district notifies vendor that they are being removed from the coop for service or other related issues. The district guarantees no minimum dollar amount in purchase/delivery orders against this contract.

Multiple awards are anticipated. The district seeks to accept all responsive, responsible proposals on an unequal basis, thus allowing its departments and campuses to choose the vendor(s) that best meets their requirements based on factors including, but not limited to, price, availability, quality and delivery.

Ponder ISD Purchasing, Karen Antle
940-479-8206 (direct line)

GENERAL CONDITIONS AND SPECIFICATIONS

GENERAL SUPPLIES for Maintenance, Athletics, Transportation, Teaching, Music/Band & Technology RFP # - 07.2018

. It is the intent of Ponder ISD and its assigns to enter into a contract for GENERAL SUPPLIES for maintenance, transportation, football, boys/girls basketball, volleyball, softball/baseball, other sports, teaching, music/band, and technology supplies on an "as needed" basis for campuses and departments throughout the district or districts.

The contract may be extended in additional one-year periods up to a maximum of five (5) years (i.e. four one-year extensions) at the unilateral discretion of Ponder ISD or assigns based on factors such as, but not limited to, unit prices, delivery satisfaction, compliance with terms/conditions, and needs of the district. The renewal option will take place automatically unless special circumstances arise, thus saving vendors and districts time and expense involved in such a project.

A signed, submitted proposal constitutes an offer to perform the work and/or deliver the product(s) as specified in the solicitation.

Acceptance of a vendor's offer for supply/service agreements will be by purchase order issued by Ponder ISD OR ASSIGNS and/or a letter of acceptance followed by purchase/delivery orders.

Vendor shall submit separate invoices, on each purchase order after each transaction. Invoices shall indicate the purchase order number. Invoices shall be itemized and mailed to Ponder ISD 400 W Bailey Street, Ponder, TX 76259 or any other district that places an order with you per the other district's purchase order directions. Funds for completed purchase/delivery orders concerning this contract will be available within thirty (30) days of completion and acceptance by the district.

Ponder ISD and its assigns are exempt from federal excise taxes, state and local sales and use taxes.

Any questions concerning this document or questions about purchases after acceptance should be directed to Ponder ISD Purchasing Department, Karen Antle. Ponder ISD AND ITS ASSIGNS reserve the right to add vendors at any time during the year on an "as needed" basis. This will not have an effect on the contract with existing vendors.

It is very important for your store and/or company to fill out, sign and return the Offer Form, Offer sheet, the Felony Conviction Notice and W-9 in order to do business with the Ponder I. S. D. AND ITS ASSIGNS as stated on page one of this document.

You will be asked later in this document if you are interested in including Krum ISD, Argyle ISD, Lindsay ISD, Gainesville ISD and Valley View ISD and possibly other districts (referred to as ASSIGNS) as allowed by state law, Govt. Code 271 and other sections of the Texas Education Code and Texas Local Government Code. Each district would complete its own purchase orders and deal directly with you. No guarantees as to any amount of business from any district.

Thank you for your interest in conducting business with the Ponder ISD AND ITS ASSIGNS and your participation in this proposal process.

OFFER FORM
FOR

GENERAL SUPPLIES for Maintenance, Athletics, Transportation, Teaching, Music/Band & Technology RFP # 07.2018

TO: Ponder ISD and/or ASSIGNS

I, or we, the duly authorized undersigned, having carefully read the Instructions to Offerors, General Conditions, Notice to Offerors, Contract Specifications, Responsibilities of Offerors, and Offer Forms, do hereby agree to enter into a contract with Ponder ISD and/or ASSIGNS by tendering this offer to perform the work required and/or provide the product(s) specified in this solicitation, I, or we, will deliver the product(s) per specifications found in this RFP document for the prices indicated,

I, or we, also certify to the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

The prices in this offer have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices, with any other offeror or with any competitor. I, or we, are authorized to submit this offer and have not been a party to any collusion among offer/offerors in restraint of freedom of competition by agreement to offer at a fixed price or to refrain from offering; or with any Ponder ISD employee, Board Trustee, or consultant and/or ASSIGNS as to quantity, quality, or price in the prospective contract, or in any terms of the prospective contract except in any authorized discussion(s) with Ponder ISD's Purchasing personnel; or in any discussions or actions between offer/offerors and any Ponder ISD and/or ASSIGNS employee, Board Trustee, or consultant concerning exchange of money or other things of value for special consideration in the award of this contract.

ONE OR MORE OF THE FOLLOWING MUST BE COMPLETED. If no catalog is available just put NA, if your bid is shelf price, write in shelf price, if you can provide a discount then so do, etc.

1. Percent discount from catalog, if applicable _____
Catalog # _____
Catalog # _____
Catalog # _____
2. Percent discount from list (attached list) _____
3. Percent discount from "Retail" _____
4. Retail/Shelf pricing only _____
5. List general supply categories you carry or have access to, (Ex. Electrical, plumbing, irrigation, teaching supplies, cloth goods, caps, bus parts, music supplies, door locks and hardware or others)

6. Please provide any additional information you wish in the space provide below.

7. Ponder Independent School District conducts business via purchase order. Will your store/Company accept Ponder ISD and/or ASSIGNS purchase orders from authorized personnel? YES ___ NO ___

Is shipping included in your price? YES ___ NO ___

8. Is Ponder ISD and its assigns required to have a Corporate Account in order to conduct business with a purchase order? YES ___ NO ___

9. Please list name and phone number of your store/company representative or contact person for corporate accounts. NAME: _____ PHONE: _____

10. The Ponder 1SD and/or ASSIGNS are "Tax Exempt" (as are all school districts in the State of Texas) and does not pay state sales tax on merchandise purchased for school use, Will your store require proof of this exemption with each purchase order? YES ___ NO ___

11. When a District employee comes to your store to shop with a purchase order, what is the store procedure for checking out (i.e. go to commercial desk, go to cashier, etc)? _____

12. Please list any additional information required of Ponder ISD AND ITS ASSIGNS to conduct business with your store.

13. Is your company willing to sell/allow Krum ISD, Argyle ISD, Lindsay ISD, Gainesville ISD and Valley View ISD and (CALLED ITS ASSIGNS) to do business with you under the same conditions stated in this RFQ as allowed by State Law? YES ___ NO ___

COMPANY: _____

NAME: _____

Signature: _____

TITLE: _____

Date: _____

Firm's Address: _____

Web Address: _____

Phone #: _____

E-mail Address: _____

Fax: _____

PONDER ISD

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034, Following is an example of a felony conviction notice:

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 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."

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

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 OFFICIAL'S NAME (PRINTED): _____

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

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: _____

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: _____