

**** IMPORTANT BID FOR 2018-2019 SCHOOL YEAR ****

SPECIFICATIONS

PURCHASE OF

INSTRUCTIONAL SUPPLIES AND/OR ATHLETIC SUPPLIES

FOR

**ALEDO INDEPENDENT SCHOOL DISTRICT
1008 BAILEY RANCH ROAD
ALEDO, TEXAS 76008**

INSTRUCTIONAL SUPPLIES AND/OR ATHLETIC SUPPLIES BID

GENERAL BID CONDITIONS

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF BIDS UNLESS SUPERSEDED BY ANY ATTACHED TERMS AND SUPPLEMENTAL CONDITIONS OR SPECIFICATIONS IN WHICH CASE ATTACHED CONDITIONS WILL PREVAIL. ANY EXCEPTIONS MUST BE IN WRITING.

1. The Aledo Independent School District is requesting bids for **Instructional Supplies and/or Athletic Supplies for the 2018-2019 school year**. We will not award the bid to any one company. Purchases will be made based on selection, service, and price.
*****YOU WILL NOT RECEIVE A BID AWARD NOTICE. ALL RESPONDENTS WILL BE PLACED ON THE APPROVED VENDORS LISTING AND POSTED TO THE DISTRICT WEBSITE FOR THE CONTRACT PERIOD.**
2. Discounts offered must be guaranteed throughout the contract period, September 1, 2018 to August 31, 2019. Aledo Independent School District reserves the right, with Vendor's acceptance, to extend this contract one additional year to end August 31, 2020. Discounts of lower quoted prices may be offered on an individual basis.
3. Percentage discount offered will include all shipping and handling charges, FOB Destination, to locations shown on purchase orders unless otherwise noted.
4. The District reserves the right to accept or reject any and all bids and to waive technicalities, and to be sole judge of quality and acceptability.
5. Vendors who do not bid are requested to notify the Aledo Independent School District Business Office, in writing, if they wish to receive future bids. Failure to do so may result in their being deleted from our vendor list.
6. Questions concerning this bid shall be addressed to the Aledo Independent School District Business Office at (817) 441-5111.
7. Cash discounts offered may be considered in determining the successful supplier. Cash discount period will start from the date of receipt of acceptable invoice or from date of receipt of acceptable materials, whichever is later.
8. It is understood and agreed the Aledo Independent School District reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with a selected supplier, both at the time of acceptance of the quotation as so modified and subsequent thereto.
9. Evaluation of bids takes into account the following considerations: price, quality, suitability for the intended use, probability of continuous availability, vendor's service and date of proposed delivery and placement. It is not the policy of the Aledo Independent School District to purchase on the basis of price alone.
10. During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, or handicapping condition.
11. This inquiry implies no obligation on the part of the buyer, nor does the buyer's silence imply any acceptance or rejection of any quotation.
12. The Aledo Independent School District is exempt from all applicable Federal and State taxes. All quotation offers and/or bids are made taking this fact into consideration.
13. **Please Note Carefully – In quoting, give complete information in space(s) provided, otherwise your quotation and /or bid offer may be given NO CONSIDERATION. Bids received must be entered on the bid form contained herein. NO OTHER FORM WILL BE ACCEPTED.**
14. *****Each Bid must include the following completed documents.**
 - **Conflict of Interest Questionnaire Form CIQ**
 - **Statement of Non-Collusion and Non-Discrimination**
 - **Vendor Statement of Debarment/Suspension**
 - **Felony Conviction Notice**
 - **Form W-9 Request for Taxpayer Identification Number and Certification**

If the completed forms are not returned with the bid packet, the School District will not do business with the bidding vendor for the upcoming school year.

15. All deliveries, **unless otherwise specified on purchase order**, will be shipped/delivered to:

Aledo Independent School District
Central Receiving
1 Dean Road
Aledo, Texas 76008

Aledo ISD accepts deliveries between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday, except on school holidays.

16. ***To ensure prompt payment, mail*** all invoices/billing statements to the following address:

Aledo Independent School District
Accounts Payable
1008 Bailey Ranch Road
Aledo, Texas 76008

DELIVERY TICKETS, AND/OR INVOICES, FREIGHT BILLS, AND STATEMENTS MUST BEAR PURCHASE ORDER NUMBER.

17. ALL BIDS SHALL BE DEEMED FINAL, CONCLUSIVE AND IRREVOCABLE AND NO BID SHALL BE SUBJECT TO CORRECTION OR AMENDMENT FOR ERRORS OR MISCALCULATIONS BY THE BIDDER. ANY DEVIATIONS OR EXCEPTIONS TO CONDITIONS OR SPECIAL CONDITIONS OR QUALIFICATIONS CONCERNING PRICE, DELIVERY, ETC. OF BID ITEMS MUST BE NOTED ON THE BID SHEETS OR EXPLAINED ON AN ATTACHED LETTER AND SIGNED.

INSTRUCTIONAL SUPPLIES OR ATHLETIC SUPPLIES SPECIFICATIONS

1. **Bid Specifications can be found on the Aledo ISD website, www.aledoisd.org, on the Business Office page.**
2. **All electronic bids should be submitted as follows:**
 - ~ Submit your bid to **bids@aledoisd.org** ONLY. Bids sent to any other email address will not be considered.
 - ~ **The AISD bid packet must be completed and sent as an attachment; the SUBJECT must read – Electronic Bid – Instructional Supplies and/or Athletic Supplies Bid.**
 - ~ The email message must contain the bidders Full Name, address, phone number and email address to reply to if different than the one sending the bid.
 - ~ An email notification confirming receipt of the bid will be sent by the designated District email recipient to the bidder's designated email.
 - ~ The District will not be responsible for any delay of delivery, including delays related to email programs, servers, or acts of nature.

Bids must be received by 4:00 p.m. on August 3, 2018. Late bids will not be considered under any circumstances and will be returned unopened to the bidder.

1. Instructional supplies and athletic supplies will be purchased by the individual campuses or departments of Aledo Independent School District. Campuses/Departments will place orders from the approved vendor according to the applicable discount allowed. **Vendors must have an approved purchase order before processing an order.**
2. **Current price list, or a letter stating the discount being offered, MUST accompany bid.**
3. NO GUARANTEED ANNUAL VOLUME – This term is used because the District cannot reasonably project its need for these supplies which will be ordered by individual campuses on an as needed basis.

ALEDO INDEPENDENT SCHOOL DISTRICT

Instructional Supplies or Athletic Supplies Bid Form

VENDOR _____

Category A: **MISCELLANEOUS INSTRUCTIONAL SUPPLY:**

Discount Percentage _____

Category B: **GENERAL OFFICE SUPPLY:**

Discount Percentage _____

Category C: **FURNITURE and EQUIPMENT:**

Discount Percentage _____

Category D: **AUDIO VISUAL:**

Discount Percentage _____

Category E: **ATHLETIC SUPPLIES**

Discount Percentage _____

BID FORM

Having carefully examined the Bid Notice, General Conditions and Bid Form, the undersigned hereby requests to be placed on a list of approved suppliers and proposes and agrees to furnish goods and /or services in strict compliance with the specifications and conditions contained in this document for the purchase of Instructional Supplies and/or Athletic Supplies. Price is to be based on FOB Destination, Freight Prepaid.

BID VALIDITY: THIS BID IS A FIRM OFFER WHICH SHALL BE IRREVOCABLE AND OPEN FOR ACCEPTANCE FOR 90 CALENDAR DAYS FROM DATE OF RECEIPT.

Name of Vendor _____

Address _____

City, State, and Zip Code _____

Telephone (____) _____ Fax (____) _____

Authorized Signature _____

Authorized Bidder's Name and Title (printed) _____

Email Address: _____