

Maypearl Independent School District
P.O. Box 40 / 400 Panther Lane
Maypearl, TX. 76064
Purchasing Phone: 972-435-1080
www.maypearlisd.org

Mr. Lynn Dehart, Superintendent

April 1, 2008

Attention: Vendors

For the school fiscal year September 1, 2008 through August 31, 2009, Maypearl Independent School District is accepting:

Catalog proposals
Catalog discounts
Inventory price list quotes
Hourly rate quotes
Price list quotes
Cost plus percentage price quotes
Discount rates
Price quotes
On goods and services

Vendors may mail or hand deliver proposals. **WE WILL NOT ACCEPT E-MAILED OR FAXED PACKETS.** Please label the outside of the envelope with "**BID PACKET ENCLOSED**". Be sure ALL packets have a return label. This will allow us to confirm whether we have received your packet. **All proposals must be received by 3:30 p.m., May 7, 2008.** Attached are documents that need to be completed and returned in order to be a part of the bid process for Maypearl ISD. Please return packets to: Robin Leal, Purchasing, P.O. Box 40 / 400 Panther Lane, Maypearl, TX. 76064.

If you are a **SOLE SOURCE PROVIDER**, you are not required to fill out the entire Vendor packet. You will need to write a letter stating you are a Sole Source provider of which product. The letter will need to be returned along with a W-9 and Conflict of Interest Form. Please label the packet with a return address and "Sole Source Provider".

If you are a **MEMBER OF A STATE-APPROVED CO-OP** such as BuyBoard, TXMAS, TIPS, TCPN, etc., you may also send a letter on letterhead stating this, along with the W-9, Conflict of Interest form and Vendor Information Sheet. You will not need to fill out the rest of the forms.

If you have any questions or concerns regarding this letter, please contact Robin Leal at (972) 435-1080 or rleal@maypearlisd.org. Thank you for your interest and service to the students and employees of Maypearl Independent School District.

Sincerely,

Robin Leal

Purchasing Director

Attachments:
Bid Documents

Maypearl Independent School District
P.O. Box 40, 400 Panther Lane
Maypearl, TX 76064

Forms Checklist

This form is to be returned.

If there are questions that do not pertain to your company, put "n/a".

**For vendors who are not a member of a state approved Co-op or a Sole Source Provider:
(Please be sure you have all these items enclosed with your packet.)**

- _____ Forms Checklist Sheet (*Page 2*)
- _____ Vendor Information Sheet (*Page 3*)
- _____ Invitation To Bid Form (*Page 4*)
- _____ Catalog Information Page (*Page 5*)
- _____ Felony Conviction Notification Form (*Page 6*)
- _____ Suspension or Debarment Certification Form (*Page 7*)
- _____ Out Of State Certification Form (*Page 8*)
- _____ Deviation / Compliance Signature Form (*Page 9*)
- _____ Historically Underutilized Business (HUB) Certification Form (*Page 10*)
- _____ W-9 (*Located at www.maypearlisd.org*)
- _____ Conflict of Interest Questionnaire (CIQ) (*Located at www.maypearlisd.org*)

**For Sole Source Providers: (Please be sure you have all these items enclosed with your
packet.)**

- _____ Forms Checklist Sheet (*Page 2*)
- _____ Vendor Information Sheet (*Page 3*)
- _____ Letter (on letterhead) stating that your company is a Sole Source Provider of what product.
- _____ W-9 (*Located at www.maypearlisd.org*)
- _____ Conflict of Interest Questionnaire (CIQ) (*Located at www.maypearlisd.org*)

**For Members of a State-Approved Co-op: (Please be sure you have all these items enclosed
with your packet.)**

- _____ Forms Checklist Sheet (*Page 2*)
- _____ Vendor Information Sheet (*Page 3*)
- _____ Letter (on letterhead) stating that your company is a member of which Co-Op.
This letter should include any ID numbers we need to use, discount information,
Contact information including names and phone numbers, etc.
- _____ W-9 (*Located at www.maypearlisd.org*)
- _____ Conflict of Interest Questionnaire (CIQ) (*Located at www.maypearlisd.org*)

Maypearl ISD – Vendor Information Sheet (SY 2008-2009)

Company Name _____

DBA (All DBA's) _____

Product / Service Category (Athletic Apparel, Office Supplies, Maintenance Equipment, etc.)

Sole Source Provider ? _____ Yes, _____ No - Of what product? _____

Member of a State-Approved Co-op? _____ Yes, _____ No

If a member of a Co-op, which one/s? _____

Has your company been certified by the Texas General Services Commission as a Historically Underutilized Business (HUB)? _____ Yes, _____ No

Contact Person doing bid packet _____

Phone # _____ e-mail address _____

Contact Person / Sales Representative _____

This should be the person we will contact for ordering. Phone # _____

Accounting Dept. Information: (This is not the Bid Department information, but the information we will be using for Purchase Orders.)

Physical Address _____ City _____ State _____ Zip _____

Shipping Address _____ City _____ State _____ Zip _____

Phone # _____ Toll Free # (if applicable) _____

Fax # _____ e-mail address _____

Website address _____

TEXAS LAW: Conflict of Interest Questionnaire.

Below you will find a list of our School Board members. Each vendor will be required to fill out this form yearly. It is the responsibility of the vendor to check our website after June 1st, 2008, to view the newly elected Board Members. If you find that at a later date there is a Conflict of Interest, you are required by law to send an updated form to Maypearl ISD immediately. These are located on our website.

Is there a Conflict of Interest with any of our School Officers? _____ Yes, _____ No

School Board Members / Officers:

Allan Wilson, Tommy Sword, Charles Frame, Tricia Ikard, Heath Daniel, Shane Gravens, James Eubank

Company Representative Signature Printed Name / Title Date _____

Maypearl Independent School District

Invitation To Bid

The Maypearl Independent School District is accepting catalog discount bids on the following items:

- Art Supplies
- Athletic Supplies
- Band Instruments
- Classroom Supplies
- Computer Toner and Cartridge Supplies
- Instructional Supplies
- Janitorial Supplies
- Library Supplies and Books
- Office Supplies
- Science Supplies
- Sheet Music
- Office Furniture Equipment

Bids will be accepted until 3:30 p.m., May 7, 2008. Inquiries may be directed to Robin Leal, Purchasing Director at (972) 435-1080.

Quotes F.O.B. destination. If otherwise, show cost to deliver.

Maypearl ISD reserves the right to accept or reject all or any part of any bid, to waive minor technicalities, and award the bid that best serves the interest of the MISD.

Company Name _____

Company Representative's Signature _____

Company Representative's Printed Name _____

Date _____

Maypearl Independent School District

Catalog Information Page

Catalog Title: _____

A total of five (5) catalogs (Office and Classroom only) will be needed for the District. If you have a catalog in another category, please send only 2 catalogs. (The earlier we receive the catalogs, the earlier we can prepare our orders for the next school year. This is especially important for Office / Classroom supplies).

CATALOG

Effective Date: _____

CATALOG

Expiration Date: _____

CATALOG

Discount _____%

CATALOG

Minimum Order per Delivery _____AMOUNT

Does bid discount include delivery F.O.B. to the requesting school? _____

If not, please give percentage for S/H _____

Please provide a Contract # or discount code to be used by the District for orders. _____

Company Name: _____

Company Representative's Signature: _____

Maypearl ISD

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

Signature of Authorized Company Official

Authorized Company Official's Name (Please Print)

- My firm is not owned or operated by anyone who has been convicted of a felony.
- My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Maypearl ISD

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 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: _____

Maypearl ISD

OUT OF STATE CERTIFICATION

As defined by Texas House Bill 602, a “nonresident bidder” means a bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

- I certify that my company is a “**Resident Bidder**”:

COMPANY NAME (Please Print)

- I certify that my company qualifies as a “**Nonresident Bidder**”
(NOTE: You must furnish the following information)

Indicate the following information for your “**Resident State**”: (The state your principal place of business is located in)

Company Name

Address

City

State

Zip Code

- A. Does your “resident state require bidders whose principal place of business is in Texas to underbid bidders whose resident state is the same as your by a prescribed amount or percentage to receive a comparable contract?

- Yes
 No

- B. What is the prescribed amount or percentage? \$ _____ OR _____%
-

Certification: I certify that the information provided above is correct.

Signature of Authorized Representative

Name (Please Print)

Title

Maypearl ISD

Deviation / Compliance Signature Form

Company Name

Address

City

State

Phone Number

Fax Number

If the undersigned bidder intends to deviate from the General Terms and Conditions or Item Specifications listed in this bid invitation, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The Maypearl ISD will consider any deviations in its bid award decisions, and the Maypearl ISD reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the bidder assures the Maypearl ISD of their full compliance with the General Terms and Conditions, Item Specifications, and all other information contained in this Bid Invitation.

- No Deviations
 Yes Deviations

List any deviations your company is submitting below:

Signature of Authorized Representative

Date

Printed Name and Title

Maypearl ISD

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION

Bidding companies that have been certified by the Texas General Services Commission (GSC) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation.

- I certify that my company has been certified by the Texas General Services 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 General Services Commission as a Historically Underutilized Business (HUB).

Signature of Authorized Representative

Name (Please Print)

Title

Company Name (Please Print)

CONFLICT OF INTEREST NOTICE **Maypearl Independent School District**

Notice to Vendors **Conflict of Interest Questionnaire Required by Chapter 176 of the Texas Local Government Code**

Effective January 1, 2006, a person or entity who contracts or seeks to contract with MISD for the sale or purchase of property, goods, or services (as well as agents of such persons) (hereafter referred to as Vendors) are required to file a Conflict of Interest Questionnaire with the Records Administrator. Each covered person or entity who seeks to or who contracts with MISD is responsible for complying with any applicable disclosure requirements. MISD will post the required completed questionnaires on its website.

The Conflict of Interest Questionnaire must be filed:

No later than the seventh business day after the date that the Vendor begins contract discussions or negotiations with the government entity, or submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

The Vendor shall file an updated completed questionnaire with the appropriate records administrator not later than September 1 of the year in which an activity described in Section 176.006(a), Local Government Code, is pending, and not later than the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

Note: A Vendor is not required to file an updated completed questionnaire in a year if the person has filed a questionnaire on or after June 1, but before September 1, of that year.

The Conflict of Interest Questionnaire may be downloaded from the Texas Ethics Commission's website at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

It is the intent of Maypearl ISD to furnish information and forms regarding HB914, not to interpret the law. If you have any questions regarding HB914, please contact your attorney for legal counsel.

Completed forms should be sent to:

Maypearl Independent School District
Attn: Purchasing Department
PO Box 40
Maypearl, Texas 76064

The Local Government Officers of the Maypearl Independent School District are:

| Board of Trustees | Superintendent |
|---|----------------|
| Allan Wilson Tommy Sword Charles Frame Tricia Ikard Heath Daniel Shane Gravens James Eubank | Lynn Dehart |

NOTE: It is the responsibility of the vendor to check our website after June 1st, 2008, to view the newly elected Board Members. If there is a conflict of interest with any member, you are required to fill out a new Conflict Of Interest Form and submit to Maypearl ISD immediately.