EDCOUCH-ELSA INDEPENDENT
SCHOOL DISTRICT BUSINESS OFFICE

INVITATION FOR SEALED PROPOSALS AND SPECIAL CONDITIONS

Cordial Vendors,

The Edcouch-Elsa Independent School District requests Sealed Proposals from interested vendors for **Audio Visual Supplies**.

Proposals must be delivered Sealed in order to be considered. Proposals must be plainly marked on the outside of the envelope: 
“Proposal – Audio Visual Supplies #2020-006”

Sealed Proposals must be received at the Business Office of the Edcouch-Elsa Independent School District, 920 W. Santa Rosa Avenue, Edcouch, Texas, during regular business hours or mailed to P.O. Box 127, Edcouch, Texas, 78538 anytime prior to the deadline. Deadline for Sealed Proposals will be **Tuesday, July 28, 2020 at 2:00 P.M.** at the Business Office in the original form as sent out, located at 920 W. Santa Rosa Ave., Edcouch, Texas. **The Business Office is open Monday through Thursday only.** To be considered, Sealed Proposals must arrive at the Business Office by the specified time, specs will be made available on the district website.

The Board of Trustees reserves the right to reject any or all proposal when it appears to be in the best interest of the District. It also reserves the right to cancel an order if items are not delivered on date specified.

The Edcouch-Elsa I.S.D. is a tax exempt organization.

All quoted prices must be F.O.B., Elsa, Texas

Sincerely,

Ms. Sylvia Garza,
Business Manager
ANTI-COLLUSION CERTIFICATION
SUBMISSION FORM

The undersigned certifies that:

a) This Proposal was exclusively developed and prepared without collusion with any competing proposer.

b) The content of this Proposal has not and will not knowingly be disclosed to any competing or potential competing proposer prior to the opening date, time and place specified.

c) No act to persuade any person, partnership or corporation to submit or withhold a Proposal has been made.

d) The undersigned warrants having a complete understanding regarding the accuracy of the statements in this certificate and the penalties applicable to the Proposing vendor and signatory representing the Proposer.

Company Name:_________________________________________________________

Address of Company:_____________________________________________________

Name of Company Representative:__________________________________________

Authorized Signature:____________________________________________________

Signatory Name and Title (Printed): _________________________________________

Telephone:_____________________________________________________________

Fax:#_________________________________________________________________

Date:______________________________

___________________________________
AGENT FELONY CONVICTION NOTIFICATION
SUBMISSION FORM

State of Texas Legislative Senate Bill No. 1, § 44.034, “Notification of Criminal History”, subsection (a) states. “A person or a 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 of business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

PLEASE MARK THE APPROPRIATE BOX AND SIGN IN THE SPACE(S) PROVIDED

The undersigned agent for the business entity designated certifies that the notification of felony information provided was read and the information is true and correct to the best of his/her knowledge.

Name______________________________________________________________

Authorized Official’s printed name______________________________________________

□ My Business entity is a publicly-held corporation; therefore, this requirement does not apply.

Name______________________________________________________________

Authorized official’s printed name______________________________________________

□ My business entity is neither owned nor operated by a convicted felon.

Name______________________________________________________________

 Authorized official’s printed name______________________________________________

□ My business entity is owned and operated by the convicted felon(s) described below:

Name of Felon ______________________________________________________________

Details of Conviction(s) ______________________________________________________

____________________________________________________________

Authorized official’s signature______________________________________________
EDCOUCH-ELSA INDEPENDENT  
SCHOOL DISTRICT BUSINESS OFFICE  
P.O. Box 127  
Edcouch, Texas 78538  

PROPOSAL SPECIFICATIONS AND CONDITIONS  

AUDIO VISUAL SUPPLIES  


2. Proposals will be considered from only those vendors that offer a **SINGLE** discount from published catalog prices. 

3. A copy of the catalog from which prices will be obtained must accompany the proposal response. This catalog must be received at the proposal opening in order to expedite the proposal analysis. 

4. The successful vendor must provide twenty-five (25) copies of the pricing catalog within ten days of proposal award. 

5. Proposal information will be furnished to eight (8) campuses and fifteen (15) departments. Ordering and direct delivery will involve approximately 15 locations within E-E ISD. 

6. Freight will be prepaid by the vendor. Discounted (net prices) prices must include delivery charges. 

7. Single catalog price sheet discount will be based upon standard packaging quantities where noted in catalog submitted with proposal response. 

8. Order substitutions will not be allowed unless, prior authorization is granted by requestor. 

9. All purchase orders must be accompanied by an original purchase order form with all authorized approved signatures. All invoices submitted for payment must include the approved purchase order number.
ERRORS IN PROPOSALS: “RELIEF OF PROPOSAL”

Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting sealed proposals. Failure to do so will be at the vendor’s own risk and vendor cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors of omission or commission on the part of the vendors. In case of error extension of prices in the proposal, the unit price shall govern.

GENERAL CONDITIONS:

Vendors having a history of inconsistent service and unreliability will not be considered by the District to be a responsible vendor.

I have read the specifications for submitting proposals on the Catalog and/or listed items and agree to conform to all conditions, requirements, and specifications set forth.

___________________________
Signature of Authorized Vendor

Note:

Edcouch-Elsa ISD is interested in selecting primary and secondary vendors offering the lowest net prices on audio visual equipment/supplies. Equipment and supplies that are not available from the "primary" vendors will be purchased from the vendor determined to offer the second lowest net prices. The secondary vendors may also be used in cases where the primary vendors can provide the item needed, but not quickly enough to satisfy the requirements for a particular purchase. Price comparisons will be made based upon net pricing (obtained after single percentage discount has been applied to catalog price). Vendor must complete attached proposal form indicating catalog price less single percentage discount resulting in net price. The items listed are representative of the items which are not stocked in our warehouse but are likely to be purchased by our schools and departments. It is imperative that the prices listed agree with the prices contained in the catalog submitted by your firm. It is also imperative that the same percentage discount be indicated throughout. Varying discounts will not be considered. Fill in (1) catalog price and (2) net price (after single percentage discount offered by your firm has been applied) for each item. Your careful attention in completing this proposal form will facilitate proposal evaluation.

DISCOUNT MUST REMAIN FIRM THROUGH 2020-2021 FISCAL YEAR
The following discount will be given to the Edcouch-Elsa ISD on orders placed on any item and/or subscription included in our companies catalogues and/or typed list as enclosed as part of this sealed proposal.

PERCENT OF DISCOUNT FROM CATALOG LIST PRICE: _____________%

Please indicate any exceptions to the discount in the space provided below:

**NOTE: MULTIPLE DISCOUNT PROPOSALS WILL NOT BE CONSIDERED**

________________________________________________________________________

________________________________________________________________________

A. Title and publish date (year) of the catalog from which pricing is to be obtained and on which single percentage discount is offered:

________________________________________________________________________

B. Have you provided a copy of this catalog or computer price list printout with the proposal response?

   Yes___   No___

C. Is your period of discount offering from September 1, 2020 through August 31, 2021?

   Yes ___   No___   Alternate________________

D. Can you provide 25 copies of the pricing catalog within 10 days of proposal award?

   Yes ___   No___   Alternate________________
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>CATALOG PRICE</th>
<th>DISCOUNT PRICE</th>
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<tbody>
<tr>
<td>1</td>
<td>Data/Video Projector, 2500 lumens</td>
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<td>2</td>
<td>Document Camera, 1.3 MP</td>
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<td>3</td>
<td>Mobile Projector Cart, 32”x24’x42”</td>
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<td>4</td>
<td>Cassette Recorder/Player 2 Watt</td>
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<td>5</td>
<td>Flat Panel TV 32”</td>
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<td>6</td>
<td>Fujitsu scan snap S1300i</td>
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<td>7</td>
<td>HP Color LaserJet Pro M477 fnw</td>
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<td>8</td>
<td>HP 26A Black original Laser Jet</td>
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<td>9</td>
<td>Brenthaven Edge 360 protective case</td>
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<td>Lenovo 100e Chromebook (1st generation) 11.6</td>
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<td>celeron N3350 – 4GB Ram 32gb</td>
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<td>A VerCharge E36c – cart</td>
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<td>17</td>
<td>Cyber Acoustics AC 6012 – headset</td>
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<td>18</td>
<td>Cyber Acoustics ACM – 500 Headphones</td>
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<td>12.9 Inch I pad Pro WIFI 256 GB</td>
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<td>I pad WIFI 32gb</td>
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