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 **Fuel & Oil Supplies**.

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

Sealed Proposals must be received at the Business Office of the Edcouch-Elsa Independent School District, 920 W. Santa Rosa Ave., 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.**

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 Sealed Proposals 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 the 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
2020-006

EDCOUCH-ELSA INDEPENDENT SCHOOL DISTRICT

GENERAL AND SPECIAL CONDITIONS FOR SUBMITTING PROPOSALS:

IN ORDER TO HAVE YOUR PROPOSAL CONSIDERED, EACH OF THE FOLLOWING REQUIREMENTS MUST BE MET:

1. The District reserves the right to accept or reject any or all proposals and to waive technicalities and to be sole judge of quality and equality.

2. Actual purchase of any item will depend on the District’s needs. “No Guaranteed Annual Volume: is used because the District cannot reasonably project its needs for these supplies which will be ordered by the District on an “as needed” basis. District’s representative will place orders from the approved vendor according to the Proposal awards.

3. This proposal will remain firm from September 1, 2020 to August 31, 2021.

4. Proposals must be submitted on the form provided.

5. Proposals will not be considered if a minimum order is required.

6. Quantities ordered must be delivered in full, at the time specified on the order. Vendor must adhere to delivery dates due to limited storage facilities.

7. Delivery of awarded proposal items will be made to the following location:

    Edcouch-Elsa I.S.D.
    Transportation Department
    Edcouch, Texas

    Other delivery instructions will be provided by Mr. Martin Rodriguez, Transportation Supervisor at (956) 262-6057.

8. Proposals received after the time and date specified will not be considered and will be returned unopened.

9. The District reserves the right to award each section separately or in any combination, which is in the best interest of the District.

10. Vendors submitting proposals finding errors, omissions, or corrections in the specification must immediately contact the District at least 5 days prior to proposal opening.

11. All proposal items shall be delivered in size and quantities specified in the order.
12. Payment – unless otherwise stated under “Discount Terms,” payment will be net thirty (30) days after acceptance of delivery or receipt of a correct invoice, whichever comes later.

13. Deliveries of all orders will be Freight free, and will be expected to be completed within 48 hours upon receipt of purchase order, if not, notification must be given to the District.

14. The proposal award shall be based on, but not necessarily limited to, the following factors:
   a) Unit price
   b) Delivery date
   c) Total price
   d) Results of testing sample
   e) Special needs of Edcouch-Elsa ISD
   f) Quality of the goods and services
   g) Edcouch-Elsa ISD experience with product proposal
   h) Vendor’s past performance with the Edcouch-Elsa ISD
   i) The reputation of the vendor and of the vendor’s goods and services
   j) Any relevant factor that a private business entity would consider in selecting a vendor
   k) Vendor’s longevity as a Life Safety Company

**********************NOTE******************************

15. All purchase orders must be accompanied by an original purchase order form with all authorized approval signatures. All invoices submitted for payment must include the approved purchase order number.
The undersigned, having familiarized himself/herself with the local conditions, the specifications and rules of this proposal does hereby agree to deliver the products specified at the unit price to the Transportation Department of the Edcouch-Elsa Independent School District.

**UNLEADED GASOLINE:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Brand Name</td>
<td></td>
</tr>
<tr>
<td>Octane Rating</td>
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<tr>
<td>*Base</td>
<td>$_______</td>
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<td>**Freight</td>
<td>$_______</td>
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<tr>
<td>Pumping Charge</td>
<td>$_______</td>
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<tr>
<td>Commission</td>
<td>$_______</td>
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<tr>
<td>State Fuel Tax</td>
<td>$_______</td>
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<tr>
<td>Delivery Price</td>
<td>$_______</td>
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<tr>
<td>15 Day Price</td>
<td>$_______</td>
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</table>

**DIESEL**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Brand Name</td>
<td>$_______</td>
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<tr>
<td>Delivery Price</td>
<td>$_______</td>
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<tr>
<td>Item</td>
<td>Unit</td>
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<td>-------------------------------------------</td>
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</tr>
<tr>
<td>Gasoline motor oil</td>
<td>gallon</td>
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<tr>
<td>Diesel motor oil</td>
<td>gallon</td>
</tr>
<tr>
<td>Brake fluid</td>
<td>gallon</td>
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<tr>
<td>Antifreeze</td>
<td>gallon</td>
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<tr>
<td>Windshield wash</td>
<td>gallon</td>
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<tr>
<td>Bearing grease</td>
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<tr>
<td>Gear oil (quart)</td>
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<tr>
<td>Engine degreaser</td>
<td></td>
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<tr>
<td>Diesel Treatment (quart or gallon)</td>
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<tr>
<td>Power steering fluid (quart)</td>
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<tr>
<td>Transmission Fluid (quart or gallon)</td>
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<tr>
<td>Brake cleaner</td>
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<tr>
<td>Intake cleaner</td>
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<tr>
<td>Hand cleaner</td>
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<tr>
<td>Oil spill cleaner</td>
<td></td>
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<tr>
<td>Parts cleaner</td>
<td></td>
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<tr>
<td>Vehicle wash &amp; wax soap (gallon)</td>
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<tr>
<td>Diesel Fuel Additive</td>
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<tr>
<td>Gasoline Fuel Additive</td>
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<tr>
<td>DET (Diesel additive) (55 gallon drum)</td>
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</table>

*OPIS (Oil Price Information Service) Copy of OPIS price sheet in effect on delivery date will be provided with each invoice.

**Allowed to vary only with proof of changes from transport carrier or refining company.

Other:________________________________________________________________________
________________________________________________________________________

Proposal not submitted on this format will not be taken into consideration.
Copy of OPIS price sheet in effect must be provided with this bid.
ERRORS IN PROPOSALS: RELIEF OF PROPOSAL

Vendors or their authorized are expected to fully inform themselves as to the conditions, requirements and specifications before submitting vendors; 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 in 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 bidder.

INVOICES AND STATEMENTS:

1. An invoice listing all items received is to be verified and signed by Mr. Martin Rodriguez, Transportation Department at 262-6057.

2. There is to be a statement of charges on a monthly basis, mailed to P.O. Box 127, Edcouch, Texas, 78538.

My signature also certifies that the accompanying proposal is not the result of, or affected by any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current Texas codes. Furthermore, I understand that fraud and unlawful collusion are crimes under the State Law, and can result in fines, prison sentences, and civil damages awards.

I understand that brand names or manufacturer’s reference when used by the District are to be considered informative to give vendor information as to the type and kind requested. Sealed proposals on any reputable produced product of such items similar and substantially equivalent will be considered.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Firm________________________________________

Address____________________________________________

City & State__________________________________________

Telephone/Fax________________________________________

Authorized Signature__________________________________
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_________________________________________________