INVITATION FOR SEALED PROPOSALS AND SPECIAL CONDITIONS

Cordial Vendors,

The Edcouch-Elsa Independent School District requests Sealed Proposals from interested vendors for **Library Books**.

Proposals must be delivered Sealed in order to be considered.
Proposals must be plainly marked on the outside of the envelope:

**“Proposal – Library Books #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.** 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 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 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
SCOPE AND INTENT:

The District is interested in selecting a primary and secondary vendor offering the lowest “net” prices for each category. Percentage discount from catalog prices and competitiveness of catalog prices will both be considered in selection. The Edcouch-Elsa Independent School District does hereby solicit interested vendors to submit their current year price catalog and or typed price list for LIBRARY BOOKS.

1. The EEISD reserves the right to accept or reject all or any part of any proposal, waive minor technicalities, and award the proposal to best serve the interest of the District.

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 that will be ordered by individual schools on an “as needed” basis. These schools will place orders from the approved vendors according to the catalog price less the applicable discount allowed.

3. This proposal will remain firm from September 1, 2020 through 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. No Back Orders will be accepted. Quantities ordered must be delivered in full, at the time specified on the order.

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

8. Vendors finding errors, omissions, or corrections in the specifications must immediately contact the District at least 5 days prior to proposal opening.

9. All proposal items shall be delivered in size and quantity specified in order.

10. Payment – Unless otherwise stated under “Discount Terms” will be net thirty (30) days after acceptance of delivery or receipt of correct invoice, whichever comes later.

11. Deliveries of all orders will be F.O.B. destination; freight prepaid, and will be completed within 30 days upon receipt of purchase order. Items not delivered within be subject to cancellation.

12. Vendors are to give percentage discounts from catalog prices. Current catalog (or complete price list) must accompany proposal.
13. Title and date of catalog from which discounts are to be allowed (same to be distributed to each of the secondary schools).

14. 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 PROPOSAL: RELIEF OF PROPOSAL

Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting 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
EDCOUCH-ELSA INDEPENDENT SCHOOL DISTRICT
PROPOSAL QUOTATION FORM

The following discount will be given to the Edcouch-Elsa ISD on orders placed on any item and/or subscription included in our company's catalogs and/or typed lists as enclosed as part of this proposal.

<table>
<thead>
<tr>
<th>ITEM/DESCRIPTION</th>
<th><strong>DISCOUNT</strong></th>
<th>*CATALOG/LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Books</td>
<td>____________</td>
<td>____________</td>
</tr>
</tbody>
</table>

Comments:________________________________________________________

____________________________________________________________

* Discount must remain firm through 2020-2021
** Copy of actual catalog and/or typed list must be submitted as part of sealed proposal.
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:___________________________________________________
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_________________________________________