

Notice to Vendors:

Sealed Vendor Packets to become an approved vendor for Aransas Pass Independent School District for Maintenance, Athletic, Vocational, Band, Cafeteria, Operational and Misc. Supplies and Services addressed to: Diane Genovese, Purchasing Agent, Aransas Pass Independent School District, 244 W. Harrison, Aransas Pass, Texas 78336 will be received at above address until 1:45 p.m., Thursday, March 25, 2010. They will be publicly opened at 2:00 PM, Thursday, March 25, 2010. The Vendor Packet forms (5) can be downloaded below. Dear Bidder Letter, Terms and Conditions page, and Felony Conviction Notice must be returned to my attention at above address in a sealed envelope and marked "Vendor Packet" by **MARCH 25, 2010 1:45 PM**. Any questions please call Diane Genovese at (361) 758-2957.

Diane Genovese
Purchasing Agent
Aransas Pass ISD

**Aransas Pass Independent School District
Business Office
244 W. Harrison Blvd.
Aransas Pass, TX 78336
Phone: 361-758-2957 Fax: 361-758-1846**



February 16, 2010

Dear Vendors,

Please find enclosed a packet for Miscellaneous Supplies and Services. In effort to conform to the Texas Local Purchasing Code, Aransas Pass ISD is asking your company to respond to this request for vendors. **This is NOT a competitive bid.** Simply complete the "Dear Bidder" letter, terms and conditions page, and felony conviction notice. All documents must be returned to my attention at above address by March 25, 2010 1:45 PM and be marked appropriately in a sealed envelope. APISD's Fall Approved Vendor list may include company's who fill out packet completely and is received by the deadline. Notification of those listed as an APISD approved vendor will be made via e-mail.

Please, do not disregard the bid because of confusing terminology. I am here to answer any questions or concerns you might have.

We, at Aransas Pass ISD, hope to continue to do business with each and every one of you. Thank you for your prompt attention.

Sincerely,

Diane Genovese
APISD Purchasing Coordinator

ARANSAS PASS INDEPENDENT SCHOOL DISTRICT

BUSINESS OFFICE
244 W. HARRISON
ARANSAS PASS, TEXAS 78336
(361) 758-2957 x 114

February 16, 2010

Dear Bidder:

Aransas Pass ISD is requesting bids for Maintenance, Cafeteria and Operational Supplies and Services for the 2010-2011 school year. Bids are due March 25, 2010 at 2:00 PM. All bids must be in sealed envelopes marked "**Maintenance, Athletic, Vocational, Band, Cafeteria, Operational and Misc. Supplies and Services**" and must be received by 1:45 P.M., March 25, 2010.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership, or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AREA CODE/TELEPHONE: _____

FAX NUMBER: _____

E-MAIL _____

TAX ID/SOCIAL SECURITY #: _____

AUTHORIZED SIGNATURE _____

TYPE AUTHORIZED NAME _____

POSITION WITH COMPANY _____

LOCAL REPRESENTATIVE'S NAME _____

CONTACT PERSON/OFFICE FOR INVOICE PROBLEMS _____

**ARANSAS PASS INDEPENDENT SCHOOL DISTRICT
244 W. HARRISON BLVD.
ARANSAS PASS, TEXAS 78336
(361) 758-3466**

**SPECIFICATIONS FOR Maintenance, Athletics, Vocational, Band, Cafeteria,
Operational, and Misc. Supplies and Services
TO BE PURCHASED AS NEEDED**

Aransas Pass ISD is accepting bids for Maintenance, Cafeteria, Operational, and Misc. Supplies and Services for the 2010-2011 school year. **These supplies and services will be used in any areas needed, including some instructional areas.** The bids shall be in the form of **percentage discounts and/or per hour charges, catalog, shelf or list prices.** Specifications follow.

Bids will be opened March 25, 2010 at 2:00 p.m. in the APISD Central Office. All bidders are invited to be present at the bid opening. The bids will be presented at the Board of Trustees monthly meeting in April 2010. The Board of Trustees reserves the right to accept or reject any or all bids or waive any informalities.

Maintenance, Cafeteria, and Operational Supplies and Services will be purchased by Aransas Pass ISD for all school campuses for the 2010-2011 school year. The district will place orders from the approved vendors according to the **catalog price, shelf price or list prices less the applicable discount** allowed.

1. The workmanship and materials specified in this bid shall be fully guaranteed for a minimum of 90 days from the date of delivery and/or acceptance of work, unless otherwise noted.
2. Bids received after the time and date specified will not be considered.
3. Bidders are invited to be present at the opening of this bid on the date and hour specified.
4. Payments--Unless otherwise stated under "Discount Terms" payment terms will be net thirty (30) days after acceptance of delivery or receipt of correct invoice, whichever comes later.
5. 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.
6. Telegram bids will not be accepted.
7. Vendors may be requested to furnish samples for evaluation purposes, in which case, samples will be delivered within five working days of the request at the expense of the vendor. Vendor will make arrangements for delivery and return of all samples provided.
8. If increase in catalog price is necessary, notice will be sent to each school immediately upon price increase.
9. **NO GUARANTEED ANNUAL VOLUME.** The District will place orders from the approved vendors according to the catalog price less the applicable discount allowed.
10. For the purpose of this bid, supplies are considered to be expendable generally costing less than \$100.
11. Deliveries of all orders will be F. O. B. Destination (Aransas Pass ISD, 244 W. Harrison, Aransas Pass TX 78336), Freight Prepaid, and will be completed within 45 days upon receipt of purchase order. Items not delivered within this period will be subject to cancellation.
12. The percentage discount from catalog list prices are to be firm for the 2008-2009 school year from the date bids are opened for Maintenance, Cafeteria and Operational Supplies and Services to be ordered on an **"AS NEEDED"** basis.
13. Service prices are to be firm for the 2008-2009 school year from the date bids are opened for Maintenance, Cafeteria and Operational Services and Supplies to be ordered on an **"AS NEEDED"** basis.
14. Workman's Compensation is required of vendors performing work on APISD property. Copies of certificates should be sent for vendor files.
15. Bidders may give percentage discounts and volume discounts. Current catalog and complete price list will be requested from approved vendors and distributed to Aransas Pass ISD at no charge to the district.

QUOTATIONS FOR MISCELLANEOUS SUPPLIES

Under \$50 _____	Discount Percentage
Under \$100 _____	Discount Percentage
From \$100 to \$500 _____	Discount Percentage
From \$500 to \$1,000 _____	Discount Percentage
Over \$1,000 _____	Discount Percentage
Other _____	

QUOTATIONS FOR MISCELLANEOUS SERVICES

Pick up & delivery charge _____

Per Hour charge _____

Specialty charge _____

In house charge _____

AP charge _____

Per Day charge _____

Other (such as dry cleaning charge per garment, etc.) _____

Information regarding this bid may be obtained from Diane Genovese, Business Office, Aransas Pass Independent School District, 244 W. Harrison Blvd., Aransas Pass, Texas 78336 telephone (361) 758-2957.

Felony Conviction Notice

Senate Bill 1 passed by the State of Texas Legislatures, 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 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 termination of the contract."

This notice is not required of publicly held corporations.

I, the undersigned agent for the firm named below, certify that the following information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name: (please print) _____

- A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

- B. My firm is neither owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s):

Details of Conviction:
