



**RICHARDSON INDEPENDENT SCHOOL DISTRICT
400 S. GREENVILLE AVENUE
RICHARDSON, TEXAS 75081**

**REQUEST FOR BID
FOR
CUSTODIAL SUPPLIES
RFB #1206**

The Richardson Independent School District (RISD) is soliciting bids for Custodial Supplies as per specifications stated in this solicitation document. Sealed bids shall be submitted in an envelope marked on the outside with the bidder's name, address and bid number (**RFB # 1206 – Custodial Supply Bid** to:

Richardson Independent School District
Purchasing Department
970 Security Row
Richardson, Texas 75081

Bids will be received at the above address until 1:30 PM, THURSDAY, February 9, 2012. Bids will be publicly opened at 2:30 PM the same day.

Bids must be submitted in sufficient time to be received and time-stamped at the above location on or before the published bid date and time shown on the RFB. Richardson Independent school District will not be responsible for delivering mail from the post office. Bids received after the published time and date may not be considered. **FAX bids will not be accepted.**

When downloading from the web page it is necessary to open and download the Price Sheet (required). The Price Sheet **MUST** be filled out, **signed**, and returned with bid.

The bid name and number must be identified on the outside envelope being delivered (i.e. Federal Express, UPS, US Postal Service, and Hand Delivery.)

The bidder shall quote prices F.O.B. Destination, freight allowed, delivered to the Richardson I.S.D. location to be determined by project.

Bidders must submit sealed bids and (1) electronic copy in the form of the executed Bid Form together with a CD, Flash or Jump Drive and any material required by any addendum to this RFB by the time and date specified. This is a compliance bid to establish vendors and cost which will allow for the legal acquisition of **Custodial Supplies**. Bid prices must remain firm for one-year from date of award for bid to be considered. This bid is also renewable for a second and third year in one-year increments provided all prices remain firm and both parties agree.

RISD's contact for this bid/proposal is **Barbara Hoffman**.

Contact between solicited vendors and user departments during the request for sealed bid process or evaluation process is prohibited. Any attempt by a solicited vendor to contact the departments will result in disqualification.

All questions regarding bids must be submitted in writing no later than noon on Tuesday, February 7, 2012 to Barbara Hoffman via e-mail barbara.hoffman@risd.org

RICHARDSON INDEPENDENT SCHOOL DISTRICT
Richardson, Texas 75081

GENERAL STIPULATIONS AND CONDITIONS OF BID #1206

CUSTODIAL SUPPLIES

THESE GENERAL STIPULATIONS AND CONDITIONS SHALL REFER TO EDUCATION CODE SUBCHAPTER B. – PURCHASES; CONTRACTS

IF THERE ARE CONTRADICTIONS BETWEEN THE GENERAL STIPULATIONS AND CONDITIONS OF BID/ PROPOSAL AND THE SPECIFICATIONS, WRITTEN OR VERBAL, THE GENERAL STIPULATIONS AND CONDITIONS OF BID/ PROPOSAL SHALL CONTROL.

I. INVITATION TO BID:

- A. Richardson Independent School District invites all interested and qualified Bidders to bid on all proposals in accordance with directions available in the Purchasing Department, 970 Security Row, Richardson, Texas. 75081.
- B. For the purpose and clarity of this document only, the word “District” will herein mean the Richardson Independent School District and/or the Board of Trustees of Richardson, Dallas County, Texas. As used herein, the word “Bidder” means any reliable person, entity, broker, vendor, contractor, and/or manufacturer who wants to bid this contract or submit a proposal in response to a request for catalog offer or request for proposal. The term “Bid” refers to all bids, responses, proposals submitted hereunder.
- C. Cash discount will be taken into consideration in determining a contract award. All Bid responses must be quoted with net pricing.
- D. The District will receive sealed proposals until date and time indicated on the Bid cover. Bids must be delivered to the RISD Purchasing office. Whenever the specifications indicate a product of a particular manufacturer, model or brand in the absence of any statement to the contrary by the Bidder, the Bid will be interpreted as being for the exact brand, model, or manufacturer specified, together with all accessories, qualities, etc., enumerated in the detailed specifications.
- E. Where a lump sum Bid is provided for, unit prices for each item shall be included for accounting purposes. If quantities are increased or decreased as provided for in the “Annulments and Reservations” section, the unit prices inserted in a lump sum Bid should be consistent with the total amount quoted for the lumps sum Bid, since the lump sum Bid total will be increased or decreased by the product of the quantity of the increases or decreases multiplied by the unit prices for the item affected.
- F. All materials, supplies, copyrighted materials, furniture, and equipment for the District shall be delivered F.O.B. Destination freight prepaid and allowed.
- G. RISD will give preference to materials, supplies, and provisions produced, manufactured, or grown locally, provided such items are equal to articles offered by competitors outside of the local area.

II. ANNULMENTS AND RESERVATIONS:

- A. The District reserves the right to reject Bids for any and all of the items, and/or to waive technical defects, if in its judgment, the interest of the District shall so require.
- B. The Director of Purchasing reserves the right to increase or decrease the given quantity plus or minus fifteen percent (15%). In the event quantities are increased or decreased, the amount added or deducted shall be based upon unit prices quoted.
- C. The District also reserves the right to annul any contract, if it determines at its sole discretion that the Bidder has failed at any time, to perform faithfully any contract requirements or, in the case of any willful attempt to impose upon the District, materials, products, and/or work inferior to that required by District, and any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of the District to the damages for the breach of any covenant of the contract by the Bidder.

III. BID PREPARATION, SPECIFICATIONS SHEET, AND BID OPENING:

- A. An authorized representative of the Bidder must sign all Bids. It is the intent of this bid offer that should a given bid/bids be accepted, it will automatically become a part of a binding contract. Bidders shall list their bids on the appropriate attached sheets, which show the schedule of items to be purchased. Each Bidder may attach a letter of explanation to their bid to explain any information pertaining to the Bid/Bids.
- B. At the time of the Bid opening (as specified on the front cover and newspaper ad), the Director of Financial Services, or his designee, shall open and record all Bids received,. Sufficient time will be allotted to analyze all Bids received and the final recommendations shall be prepared for District review and approval. Upon District approval, the Bidders shall be notified either by mail, telephone, or purchase order of any award/awards.
- C. Wherever the District indicates the unit of measure required for bidding purposes, the District may not recalculate the vendor's price if it is based on a different unit of measure than that indicated in any contract.

IV. BILLING AND PAYMENT/DISCOUNTING:

- A. All invoices shall be submitted in duplicate and mailed in accordance with instructions as shown on purchase order (unless otherwise noted).

All invoices shall be forwarded to:

**RICHARDSON INDEPENDENT SCHOOL DISTRICT
ATTENTION ACCOUNTS PAYABLE DEPARTMENT
970 SECURITY ROW
RICHARDSON, TEXAS 75081**

- B. Invoices will be returned for correction unless they contain the following information: Item numbers; Description of Item; Quantity; RISD Purchase Order Number. The original and one copy of the invoice shall be forwarded to the office listed above.
- C. Payment in full will be made only upon final acceptance of items as shown on Purchase Order. Partial payments may be made if partial shipments have been received.
- D. The Bidders that request prompt payment of bills shall send signed delivery tickets with the invoice to facilitate expedited payment.
- E. Delivery shall be F.O.B. to each individual location as noted on the Purchase Order. The District will not pay freight bills sent collect.

- F. Terms for payment, Net 30 days from receipt of complete/correct invoice. All discounts, including prompt payment, shall be included in bid price.

V. BONDING:

Certain formal Bids will require bonding with the District and shall be indicated in the specifications sheet.

VI. COLLUSION:

All Bidders shall sign the appropriate certification as provided on the signature sheet. The District may reject any Bid that does not include the required certification.

VII. COMPLIANCE WITH SPECIFICATIONS AND PURCHASER'S RIGHT OF SELECTION:

- A. The Bidder shall abide and comply with the true intent of the specifications and not take advantage of any unintentional error or omission.
- B. The District reserves the right to reject any or all Bids that comply with these specifications, or to accept a higher bid that complies, when, in the judgment of the District, such Bid offers additional value or function, which justifies the difference in price.

VIII. DEVIATIONS FROM SPECIFICATIONS:

All deviations from the specifications must be specified in writing by the Bidder, at the time the formal bid is submitted. The absence of a written list of requested deviations or exceptions when the Bid is submitted will hold the Bidder strictly accountable to the District to the specification or requirement as written. Any deviation from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered. The District reserves the right to reject or modify any requested exception or deviation. Excessive exceptions may result in disqualification of a bid.

IX. ERRORS IN BIDS: RELIEF OF BIDS:

Bidders or their authorized representatives shall fully inform themselves as to the conditions, requirements, and specifications before submitting Bids. Failure to do so will be at the Bidder's own risk. If a Bidder makes errors in extension of prices in a Bid, the unit price shall govern at the discretion of the Director of Purchasing.

All deviations from the specifications must be specified in writing by the Bidder, at the time the formal bid is submitted. The absence of a written list of requested deviations or exceptions when the Bid is submitted will hold the Bidder strictly accountable to the District to the specification or requirement as written. Any deviation from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered. The District reserves the right to reject or modify any requested exception or deviation. Excessive exceptions may result in disqualification of a bid.

X. GUARANTEE:

The Bidder shall unconditionally guarantee the materials and workmanship of all merchandise furnished under Bid for a period of one year or longer from date of acceptance of the items delivered and installed unless a different time period is required under the Bid specifications. If, within the guarantee period, any defects or signs of deterioration are noted, which, in the opinion of the District is due to the faulty design and installation, workmanship or materials, upon notification, the contractor, at its expense, shall repair or adjust the equipment or parts to correct the condition, or replace the part or entire unit to the complete satisfaction of the District. These repairs, replacements or adjustments shall be made only at such times as will be designated by the District to cause the least disruption to the instructional programs.

XI. INTENT AND LIMIT OF CONTRACT

- A. These specifications are intended to cover the various types of purchases of said materials, supplies, or services as hereinafter shown to any or to each of the various public schools, administrative facilities, or to any designated warehouse or warehouses in Richardson Independent School District, whichever if specified, in quantities to be determined subsequent to the bid opening. There are approximately 120 schools and offices in this District.
- B. It is understood that under the terms and conditions of this bid offer, the District reserves the right to purchase any of the listed materials, supplies or services at bid prices submitted provided that it shall be optional on the part of either party to terminate this contract at the expiration of twelve months from the beginning date of any contract period upon notice in writing to the other party to any contract no less than 30 days prior to the expiration of the twelve month period. This will be the only opportunity for cancellation of this contract, except for extenuating causes.

XII. "OR EQUAL" INTERPRETATION CLAUSE:

- A. Any time a particular manufacturer's name or brand may be specified, it shall mean any product of equal quality. Bids shall be considered on all other brands submitted and on the equal quality product of other manufacturers. On all such Bids, the Bidder shall indicate clearly the product on which it is bidding, and shall supply sufficient data, on its own letterhead, to enable an intelligent comparison to be made with the particular brand or manufacturer specified.
- B. Catalog cuts and descriptive data shall be attached to the original copy of the Bid, where applicable. Whenever the specifications indicate a product of a particular manufacturer, model, or brand, and in the absence of any written statement to the contrary by the Bidder, the Bid shall be interpreted as being for the exact brand, model or manufacturer specified, together with all the accessories, qualities, etc., enumerated in detailed specifications. (See VIII A.)

Failure to submit the above information may result in rejection of bid.

XIII. PACKING AND DELIVERY:

- A. All materials must be securely packed for proper protection and in quantities to be determined by the Director of Purchasing for the District.
- B. All materials delivered pursuant to this bid offer shall be packed in a substantial manner in accordance with accepted trade practice. No charges may be made over and above the Bid price for packaging. Complete deliveries must be made by the successful vendor to the designated location as indicated on Bid cover and/or purchase order after issuance of purchase orders by the District. A packing slip and/or delivery ticket shall be included in each shipment. Each ticket shall contain the following information for each item delivered: Purchase Order Number, Name of the Article, Item Number, Quantity, and the Name of the Contractor.

Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods or services awarded and ordered.

- C. All package materials shall be clearly and plainly marked. Example:

To: Richardson Independent School District,
Department: [state department]
Address: [address of department]
Purchase Order Number: [PO #]

XIV. SAFETY REQUIREMENTS:

The Bidder/vendor shall provide all equipment, machinery and chemicals furnished and delivered to the District complying in compliance of Safety Regulations as required by OSHA.

XV. SAMPLES: CATALOGS: CATALOG CUTS:

- A. Whenever asked for, a sample, properly tagged, shall be submitted by each Bidder before the time of the Bid opening. The tag on the sample shall indicate the item number, the name of the company submitting the sample, and the Bid number.
- B. The District will not be responsible for any samples that a Bidder has not picked up within 30 days after being notified that the sample is no longer needed. Samples may be retained by the District until Bidders are notified to remove them. Bidders agree that the District will incur no liability for samples that are damaged, destroyed or consumed in the testing processes. Samples requested are to be delivered to the Director of Purchasing, 970 Security Row, Richardson, Texas. 75081.

XVI. SIGNATURE TO BIDS:

Each Bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the Bid and contract, including Notice of Award, and Purchase Order, will be mailed or delivered to the address shown on the Bid in the absence of written instructions from the Bidder to the contrary.

XVII. TAXES:

- A. The District is exempt from the payment of the Texas Sales Tax. Exemption Certificates for the Federal Excise Tax may be furnished, if such should apply to any item purchased.
- B. Prices quoted shall not include federal excise or state sales and use taxes. Exemption certificates will be furnished upon request.
- C. The District's Tax Identification Number is 1-75-6002311-5.

XVIII. DELIVERY:

- A. All deliveries shall be made during the hours of 8:00 a.m. and 3:00 p.m. on all regularly scheduled school days, except where otherwise noted by Purchasing Department.
- B. All deliveries shall be made inside school buildings, warehouse, offices, etc., and special instruction for date of delivery shall be included in the general specifications.
- C. Special instructions shall be indicated by District in the specifications for exact time, date and locations of equipment and machinery delivery for items, which are to be erected, set-up and installed. For heavy equipment, materials or machinery requiring special handling, detailed instructions shall be written in the specifications.
- D. Delivery of materials received centrally will be accepted by motor freight.

**SIGNATURE SHEET
RICHARDSON ISD BID #1206
CUSTODIAL SUPPLIES**

My/our signature below confirms that I/we:

1. propose to furnish, package, mark, and deliver to the Richardson Independent School District, the supplies, materials or equipment as required in the accompanying specifications, and at the unit price indicated;
2. certify that this Bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, material and equipment, and is in all respects fair and without collusion or fraud;
3. certify that this firm is an equal opportunity employer and that all employment decisions are made without regard to the color, race, sex, national origin, religion, age, or disability status of otherwise qualified individuals; and
4. Certify that all material and equipment Bid by this firm and to be supplied to the Richardson Independent School District meets all safety and health standards as prescribed by the rules and regulations of the Occupational Safety and Health Act.

COMPANY NAME: _____

SIGNATURE: _____

By: _____

Title: _____

DATE SIGNED: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

TERMS: _____

Complete and return with bid/proposal

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

I. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

- (a) In accordance with the provisions of Appendix A to 49 CFR (Code of Federal Regulations), Part 29, the offeror certifies to the best of the offeror's knowledge and belief, that it and its principals:
- (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or Local Government department or agency;
 - (2) have not within a three (3) year period preceding this offer been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in (a)(2) above; and
 - (4) have not within a three (3) year period preceding this offer had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (b) Where the offeror is unable to certify to any of the statements above, the offeror shall attach a full explanation to this offer.
- (c) For any subcontract at any tier expected to equal or exceed \$25,000:
- (1) In accordance with the provisions of Appendix B to 49 CFR, Part 29, the prospective lower tier subcontractor certifies, by submission of this offer, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - (2) Where the prospective lower tier participant is unable to certify to the statement, above, an explanation shall be attached to the offer.
 - (3) This certification (specified in paragraphs (c)(1) and (c) (2), above, shall be included in all applicable subcontracts and a copy kept on file by the prime

contractor. The prime contractor shall be required to furnish copies of the certifications to the Authority upon request.

II. FELONY CONVICTION NOTIFICATION AND CRIMINAL BACKGROUND CHECK

- (a) Offeror must give advance notice to the Owner 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. The District may terminate any Agreement or if the Owner determines that the person or business entity failed to give notice as required by this paragraph or misrepresented the conduct resulting in the conviction. This paragraph requiring advance notice does not apply to a publicly held corporation. :
- (b) Offeror will obtain criminal history record information that relates to an employee, applicant for employment, or agent of the Offeror if the employee, applicant, or agent has or will have continuing duties related to the contracted services; and the duties are or will be performed on school property or at another location where students are regularly present. The Offeror certifies to the Owner before beginning work and at no less than an annual basis thereafter that criminal history record information has been obtained. Offeror shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas law, from Owner property or other location where students are regularly present. District shall be the final decider of what constitutes a "location where students are regularly present." Offeror's violation of this section shall constitute a substantial failure.
- (c) If the Offeror is the person or owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review, and must submit original evidence acceptable to the District with this Agreement showing compliance.
- (d)

Signature below acknowledges compliance with Section I. DEBARMENT, SUSPENSION, INELIGILITY AND VOLUNTARY EXCLUSION and Section II. FELONY CONVICTION NOTIFICATION AND CRIMINAL BACKGROUND CHECK.

SIGNATURE OF OFFEROR: _____ DATE: _____

PRINTED/TYPED NAME OF OFFEROR: _____

COMPANY NAME: _____ TEL#: _____

Complete and return with bid/proposal

RICHARDSON INDEPENDENT SCHOOL DISTRICT

STATEMENT OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The Richardson Independent School District is committed to fair and equal competition among all vendors. It is the policy of the Richardson ISD to encourage participation in the competitive bid process by all interested parties. The Richardson ISD does not discriminate against any otherwise qualified vendor because of the vendor's race, color, national origin, age, religion, sex, or disability.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT**

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

Effective January 1, 2006, any person or entity who contracts or seeks to contract with RISD 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 District. Each covered person or entity who seeks to or who contracts with RISD is responsible for complying with any applicable disclosure requirements. RISD will post the 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 entity an application, response to a request for proposal or bid, correspondence, or other writing related to a potential agreement with the entity.
- The Vendor also shall file an updated questionnaire not later than September 1 of each year in which a covered transaction is pending, and 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 questionnaire if the person had filed an updated statement on or after June 1, but before September 1 of the year.

Please sign and return the following Conflict of Interest Questionnaire from the Texas Ethics Commission with your bid/proposal to the following address:

Richardson Independent School District
Attn: Purchasing Department
970 Security Row
Richardson, Texas 75081

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

Board of Trustees: Luke Davis
 Karen Ellis
 Kim Caston
 Lanet Greenhaw
 Kim Quirk
 Kris Oliver
 Karen Holburn

Superintendent: Dr. Kay Waggoner

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1451, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.**2** Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship._____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

 Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

 Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

 Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4_____
Signature of person doing business with the governmental entity_____
Date

Adopted 06/29/2007

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1451, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

Vendor or Business Name

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the records administrator not later than the 7th business day after the date the originally filed questionnaire is filed.)

Superintendent or Board member with whom you have a personal or business relationship

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, from the filer of the questionnaire?

Yes No

Will the named person receive taxable income from your company?

Will you or your company receive taxable income from the named person (not the RISD)?

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is from the local governmental entity?

Yes No

Does the named person serve as an officer or director of your company? Do they own 10% or more of your company?

C. Is the filer of this questionnaire employed by a corporation or other business entity in which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

What is your relationship with the named person. Describe each.

D. Describe each employment or business relationship with the local government officer.

4

Your signature and date

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

**INTERLOCAL AGREEMENT CLAUSE
RICHARDSON ISD BID #1206**

CUSTODIAL SUPPLIES

Richardson ISD is a participating member of the Collin County Governmental Purchasers Forum (CCGPF) and Educational Purchasing Cooperative of North Texas (EPCNT). As such the Richardson ISD has executed Interlocal Agreements, as permitted under Chapter 791 of the Government Code with certain other governmental entities in CCGPF and EPCNT authorizing participation in a cooperative purchasing program.

Several governmental entities in proximity to the Richardson Independent School District have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you, (the vendor) agree that all terms, conditions, specifications, and pricing apply?

Yes No

If you (the Vendor) checked yes, the following will apply.

Governmental entities utilizing Internal Governmental contracts with the Richardson Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases made by a governmental entity other than Richardson Independent School District will be billed directly to that governmental its own material/service as needed.

Please advise the following:

How did you learn of this Request for Bid/Proposal? (Check all that apply):

- District website
- Newspaper ad
- Demandstar
- Other, specify source _____

PLEASE RESPOND AND RETURN WITH BID/PROPOSAL

**RICHARDSON INDEPENDENT SCHOOL DISTRICT
SPECIFICATIONS FOR CUSTODIAL SUPPLIES
BID # 1206**

***GENERAL INFORMATION:
(PLEASE READ CAREFULLY)***

SCOPE

The purpose of this bid is to establish competitive pricing for the purchase of Custodial Supplies for the Operations Department of Richardson Independent School District. The bid covers the period from April 2, 2012, to April 2, 2013.

INSTRUCTIONS

Bids must be made using the worksheets which are to be downloaded with the bid from the RISD web-site. Only one quote per item will be accepted on original proposal. Alternate items must be submitted as an attachment. Faxed bids will not be considered. Original signatures are required on the Proposal Sheet. Company name should be noted at the top of each page.

Vendors must fill in all blank columns on items being quoted, such as, vendor's product description, brand with mfg code, vendors stocking number, case pack, cases per pallet for front load (where large quantities are requested) case price and unit price (unit price must be stated in units specified herein, i.e., per package, roll, each, gal, qt. oz.) and extended price.

Richardson ISD requests one paper copy of the complete bid with all requested signed sheets. Also, include a copy of the spec worksheet on a flash or jump drives to be used for tabulation purposes.

Information must be clear and concise. Where there is an error in extension of price, the unit price shall govern. Proposals must be made on the worksheets provided from the RISD web-site.

PRODUCT EVALUATION

Items will be disqualified that do not meet specifications for the accepted equal. If a product is purchased and it is later established that said product fails to comply with these specifications and conditions, the item will be rejected and returned to the supplier at the supplier's expense. No item shall be considered satisfactory that does not conform to our usual accepted methods, use, application, storage, handling and delivery. The decision concerning the satisfactory use and performance of any item on this bid shall be that of the Operations Department of the Richardson Independent School District.

Some items on the bid require a SAMPLE be provided before the bid opening, Please read carefully. Full cases are NOT required for these items. All samples must include the following information: Bid Item Number, Your Company Name, Contact person with phone number, Product Brand and Mfg number. Samples need be supplied only if listed in the specifications. Samples will be chosen based on quality and price. **Samples will be supplied at no cost to the RISD.**

All samples are to be sent to:

Larry Hudson –469-593-0076
Manager of Operations
400 S. Greenville Ave. / Annex Bldg.
Richardson, TX 75081

BRAND NAMES

The brand or trade name, manufacturer's name and /or catalog number must be given in the column provided. If bidder fails to indicate brand or trade name, where requested, the item bid may be disqualified.

SPECIAL CONDITIONS

1. Please note all items that require minimum order.
2. List all items that cannot be delivered within 10 working days.
3. All quantities listed in specifications are approximations.

PURCHASES

According to the regulations of the Operating Guide of RISD 7.3 Guidelines:

All purchases shall be made in accordance with the following guidelines:

Any material, supply, non-professional service or equipment requested via a Non-Stock Requisition by an RISD employee shall be purchased through the Purchasing Department, provided that funds exist in the current year's budget. A Purchase Order is not valid until it has been approved by the Purchasing Department. Any vendor who provides goods and /or services without having a valid purchase order is subject to having payment withheld.

DELIVERY

All items must be delivered on pallets (front load) and items packed in full cardboard cases. If items are packed in anything other than a cardboard box, it must be stated.

All items are to drop ship to:

R.I.S.D. Warehouse
970 Security Row
Richardson, Tx. 75081

Call the Receiving Department at (469) 593-0597 to set up an appointment for delivery.

All delivery tickets must show R.I.S.D. purchase order number. Failure to show number can result in refusal to accept delivery.

BIDS

Businesses that fail to submit bids on two (2) consecutive procurements of similar items may be removed from the applicable bidder mailing list.

If one item is contingent on the successful bid of other items, all should be clearly marked. Products will be selected in such cases on total of these items.

Bid may be awarded to more than one vendor.

This bid is renewable for two years in one year increments provided pricing remains the same and all parties agree.

BID EVALUATION:

As provided in the new Texas Education Code 44.031 (b), bids will be evaluated on the basis of the following criteria. The district shall consider:

- The Purchase Price;
- The reputation of the vendor and of the vendor's goods or services;
- The quality of the vendor's goods or services;
- The extent to which the goods or services meet the district's needs;
- The vendor's past relationship with the district;
- The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- The vendor or the vendor's ultimate parent company of majority owner has its principal place of business in this state;
- The vendor or the vendor's ultimate parent company or majority owner employs at least 500 persons in this state;
- The total long-term cost to the district to acquire the vendor's goods or services;
- Any other relevant factor specifically listed in the request for bids or proposals;

Richardson ISD reserves the right to award line item or overall, whichever, is in the best interest of RISD.

PRICES

All prices quoted by the various bidders must be firm for one year from date of award. Bid prices shall be from April 2, 2012 to April 2, 2013.

Due to the volatile market of some products Richardson ISD may consider a price re-determination. This shall be substantiated in writing (i.e. Manufacturer's direct cost). Richardson ISD reserves the right to accept or reject any/all of the price re-determination as it deems to be in the best interest of Richardson ISD.

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by person signing bid. Also corrections made with correction tape or correction fluid are to be initialed.

Quote on each item separately. Prices must be stated in units specified herein, i.e., per lb., per can, per gal. etc., and extended accordingly. Failure to do so may be grounds for rejection of bid.

DIRECT ANY QUESTIONS TO:

Barbara Hoffman
Phone: 469-593-0565
Fax: 469-593-0563
E-mail; barbara.hoffman@risd.org



COMPANY PROFILE FOR BID #1206 - CUSTODIAL SUPPLIES

(Please Print or Type)

Company Name: _____

Physical Address: _____

City, State, Zip: _____

Mailing Address if different from above: _____

City, State, Zip: _____

Remit to Address: _____

City, State, Zip: _____

Contact Person: _____

Phone: _____ **Fax:** _____ **Cell:** _____

E-mail address: _____

Number of years in business: _____

Number of years in business in Texas: _____

Number of Employees at Texas Location: _____

Is your company HUB certified: _____

Any other information or references you would care to provide:

MUST COMPLETE AND RETURN WITH BID