

Vendor Name: _____

***ARLINGTON INDEPENDENT
SCHOOL DISTRICT***

PURCHASING DEPARTMENT

*Sherry Ellis
Purchasing Coordinator*

BID NO. 12-27

**QUARTERLY CONTRACT FOR DUAL PURPOSE
COPIER PAPER**

**BIDS DUE: OCTOBER 20, 2011
DUE AT: 2:00 PM
OPENED AT: 2:00 PM**

ARLINGTON INDEPENDENT SCHOOL DISTRICT

1203 West Pioneer Parkway

Arlington, Texas 76013

OFFICE OF:
PURCHASING COORDINATOR

Bidders and Vendors:

The Board of Education of the Arlington Independent School District will receive sealed bids in the office of the Purchasing Coordinator, 1203 West Pioneer Parkway, Arlington, Texas, as per attached specifications.

The Arlington Independent School District agrees to use diligent efforts to purchase all goods and services from businesses within the boundaries of the Arlington Independent School District whenever such goods and services are comparable in availability, quality and price. The district encourages contractors, in performing the contract, to implement the same policies.

The Arlington Independent School District awards all bids in accordance with Texas Education Code, Section 44.031.

The Arlington Independent School District reserves the right to reject any or all bids and to waive any formality or irregularity and to make the award of the contract in the best interest of the Arlington Independent School District.

The District reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the District in the event of breach or default of this contract. The District reserves the right to terminate the contract immediately in the event the successful bidder fails to meet schedules or otherwise perform in accordance with these specifications. Breach of contract or default authorizes the District to purchase the service from the next low bidder or elsewhere, and charge the full increase in cost and handling to the defaulting successful bidder.

Literature on items bid is desirable and samples may be required.

Any item which does not perform or meet tests as specified or claimed by the seller will be replaced at no cost to the school district. All discounts shall be listed on the bid form. Payment will be made only after satisfactory delivery and/or installation. Transfer or assignment of contracts by seller is prohibited.

You may bid on any or all items, but please bid by item, using the attached forms for your proposal.

In submitting your bid, please mark on the outside of the envelopes

BID NUMBER 12-27.

This bid must be in the office of the Purchasing Coordinator not later than

2:00 P.M., OCTOBER 20, 2011.

ALL BID PRICES MUST BE F.O.B. ARLINGTON.

Thank you for your response to this bid.

Sincerely,

Sherry Ellis
Purchasing Coordinator

**Arlington Independent School District
1203 West Pioneer Parkway
Arlington, Texas 76013**

Bid 12-27

GENERAL BID REQUIREMENTS

1. Delivery shall be made as soon as possible. Payment will be made by Purchaser after satisfactory delivery.
2. All quotations shall include freight to purchaser's designated locations within the School District.
3. Sections will be awarded all-or-none or whatever is in the best interest of the District.
4. All quantity and prompt payment discounts shall be listed on the bid form.
5. Quantities are estimates only and may be increased or decreased: your bid shall be firm **90 DAYS FROM DATE OF BOARD APPROVAL (NOVEMBER 3, 2011)**.
6. Specifications on the items you are bidding are desirable and samples may be required.
7. Past performance, seller's location, and availability of stock and representative will be considered in award of the bid.
8. Any item that does not perform or meet test as specified or as claimed by the seller will be replaced at no cost to purchaser.
9. Transfer or assignment of contracts by seller is prohibited.
10. The School District reserves the right to accept or reject quotations on each item separately or as a whole.
11. Title to the material shall pass to the Arlington Independent School District upon receipt by the school district.
12. Checks will be issued to the vendor awarded the contract. Request for joint-pay checks will not be honored.
13. **All bid openings are public, and the bids are read aloud; therefore, bid results will not be given over the telephone. If you would like a bid tabulation mailed to you, please include a self-addressed stamped envelope with your bid. Bid results are released after board approval.**

NAME OF COMPANY	AUTHORIZED SIGNATURE	PRINTED SIGNATURE
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ADDRESS	CITY	STATE	ZIP
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PHONE NUMBER	FAX NUMBER	DATE
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12-27 BID NUMBER	TERMS	E-MAIL ADDRESS
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**Arlington Independent School District
1203 West Pioneer Parkway
Arlington, Texas 76013**

Bid 12-27

VENDOR “NO BID” NOTICE

Dear Vendor:

If you decide not to submit a bid on this project, please complete this form, fold, seal and attach proper postage and return to AISD.

Or

You may fax this notice to AISD at: (817) 459-7246. We must receive this form before the opening date and time.

COMPANY NAME:	
ADDRESS:	
COMPANY PHONE #:	
COMPANY FAX #:	
BID/PROJECT #:	12-27
BID OPEN DATE:	10/20/11
REASON FOR NOT SUBMITTING A BID:	
DATE:	
SIGNATURE:	
PRINTED NAME:	
TITLE:	

Thank you for your assistance.
AISD Purchasing Office

**Arlington Independent School District
1203 West Pioneer Parkway
Arlington, Texas 76013**

Bid 12-27

**QUARTERLY CONTRACT FOR DUAL PURPOSE COPIER PAPER
SPECIFICATIONS**

Number four (4) grade quality, white surface (sulfite) xerographic paper, DOMESTIC MILLS ONLY, suitable for the following equipment: Kodak 235 copiers; Océ 3075 and 3165 copiers; Xerox small to medium size copiers; various table top copiers including, but not limited to, Sharp, Savin and Minolta brands. AISD strongly encourages vendors that if they have the knowledge that the paper bid has encountered previous problems with other customers using the above copiers to advise AISD in writing as a part of the bid.

Bidder must include a copy of any paper guarantee specifics with the return of the bid. The District reserves the right to weigh paper guarantee specifics in awarding of the bid.

A copy of independent testing results regarding the manufacturing of proposed brand that is bid, through the copiers mentioned, is encouraged. These should be attached to this bid. The District reserves the right to add new copy equipment during winning bid duration and desires that all 20# paper process correctly if additional copier requires standard 20# paper. If paper bid does not meet AISD specs for the new copy equipment, the District reserves the right to look to another vendor to satisfy its paper needs for the new copy equipment acquired.

The apparent winning bid should be prepared to submit four sample reams upon request for each paper being bid, for testing purposes at AISD.

Complete all of the following information for each 20# bond on which you bid: (make copies of this if necessary).

BIDS WITHOUT THIS INFORMATION WILL NOT BE CONSIDERED.

BRAND NAME: _____ MILL: _____

Mill location: _____ Moisture %: _____ Opacity %:

Smoothness: _____ (Sheffield) Thickness _____ mils

Brightness %: _____ Porosity: _____ (Gurley)

Ream Wrapping: Plain paper _____ Wax Laminate _____

Poly laminate _____ Other _____

**Arlington Independent School District
1203 West Pioneer Parkway
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Bid 12-27

**QUARTERLY CONTRACT FOR DUAL PURPOSE COPIER PAPER
SPECIFICATIONS**

All paper must be wrapped in sealed reams within cartons to prevent moisture contamination.

Are pallets wrapped/covered for moisture control? _____ Yes _____ No

Paper must be shipped on pallets manufactured of wood or other material. These pallets must be constructed to accommodate the weight of over (40) cartons of 20# paper stock. Each pallet must also accommodate the use of pallet jacks and fork lifts so that the (40) carton pallet does not fail during movement with such equipment.

Upon receipt and distribution of the bid paper, if AISD experiences similar difficulties in several copiers (3-10) of the same model as a result of what the AISD and service technicians agree are directly related to paper quality, company must resolve the difficulty and advise in written form to AISD purchasing and affected parties of corrective action taken to cure the problem. This corrective action shall result in no additional cost to AISD and must remedy the problem to AISD's satisfaction.

If a suitable replacement cannot be provided without additional cost to AISD and no other reasonable solution meets the AISD needs, bidder agrees to remove all unused paper and pay all cost for freight and restocking charges.

Districts to which this same paper has been supplied previously:

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

4. _____ Phone: _____

By _____
Authorized Signature Company Name

ARLINGTON INDEPENDENT SCHOOL DISTRICT
1203 West Pioneer Parkway
Arlington, Texas 76013

FORMS CHECKLIST

BID NO: 12-27

Please place a checkmark in the space provided next to the following items. All forms listed below must be included with your bid package.

- Completed – Bid Form
- Completed – Felony Convictions Disclosure Statement
- Completed – Historically Underutilized Business (HUB)
- Completed – W-9 Form
- Completed – Suspension or Debarment Certificate
- Completed – Conflict of Interest
- N/A Completed – Current Certificate of Insurance (ACORD) per requirements as enclosed (if applicable)
- N/A Completed – Criminal Background Check form (Independent Contractor Application) per requirements as enclosed (if applicable)

**Arlington Independent School District
1203 West Pioneer Parkway
Arlington, Texas 76013**

Bid 12-27

**QUARTERLY CONTRACT FOR DUAL PURPOSE COPIER PAPER
BID FORM**

VENDOR MUST RETURN SIGNED BID FORM WITH ANY ATTACHMENTS.
Questions regarding this bid should be directed to Connie Coates via fax at 817-459-7246 and will be answered in writing via fax. Any changes to the bid specifications will be issued in written addenda.

The Arlington Independent School District is requesting a bid for dual purpose copier paper. Quantities on this bid form are for evaluation purposes only. Quantities to be purchased are not known at this time. Orders will be placed on an as-needed basis only. **DELIVERY TIME MUST BE WITHIN 14 DAYS ARO. DELIVERY TIMES WILL BE USED AS PART OF CRITERIA FOR AWARD OF THIS BID.** Shipping and handling charges must be included in the unit price. *****NOTE: THIS BID IS ALL-OR-NONE FOR ALL ITEMS. IF YOU DO NOT BID ALL ITEMS YOUR BID WILL BE DISQUALIFIED.**

ITEM	QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	6,720 ctn.	Stock #01.35.0320 Dual Purpose Copier Paper, 8.5" x 11", True 20#, #4 Sulphite, white, 92 brightness. 500 sheets/ream, 10 reams per carton as per attached specifications.	\$ _____ /ctn.	\$ _____

Please exclude: Net Print Meteor Bond and Laser Sharp brand paper from this portion of the bid.

State your minimum purchase qty. _____ /ctn.

Number of cartons per truckload: _____ /ctn.

Delivery time ARO: _____

If paper is allocated, please provide your guaranteed delivery schedule:

**Arlington Independent School District
1203 West Pioneer Parkway
Arlington, Texas 76013**

Bid 12-27

**QUARTERLY CONTRACT FOR DUAL PURPOSE COPIER PAPER
BID FORM**

ITEM	QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2	4 ctn.	Stock #01.35.0325 Dual Purpose Copier Paper, 8.5" x 14", True 20#, #4 Sulphite, white, 92 brightness. 500 sheets/ream, 10 reams per carton as per attached specifications.	\$ _____ /ctn.	\$ _____
		State your minimum purchase qty. _____ /ctn.		
		Number of cartons per truckload: _____ /ctn.		
		Delivery time ARO: _____		

If paper is allocated, please provide your guaranteed delivery schedule:

ITEM	QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
3	40 ctn.	Stock #01.35.0328 Dual Purpose Copier Paper, 11" x 17", True 20#, #4 Sulphite, white, 92 brightness. 500 sheets/ream, 5 reams per carton as per attached specifications	\$ _____ /ctn.	\$ _____
		State your minimum purchase qty. _____ /ctn.		
		Number of cartons per truckload: _____ /ctn.		
		Delivery time ARO: _____		

If paper is allocated, please provide your guaranteed delivery schedule: _____

**Arlington Independent School District
1203 West Pioneer Parkway
Arlington, Texas 76013**

Bid 12-27

**QUARTERLY CONTRACT FOR DUAL PURPOSE COPIER PAPER
BID FORM**

ITEM	QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
4	573 ctn.	Stock #01.35.0330 Dual Purpose Copier Paper, 8.5" x 11", True 20#, #4 Sulphite, white, 92 brightness. 500 sheets/ream, 10 reams per carton. Three-Hole Punched as per attached specifications.	\$ _____ /ctn.	\$ _____

Note: *Drill-hole size must be 5/16" -No deviations.**

Please exclude: Net Print Meteor Bond and Laser Sharp brand paper from this portion of the bid.

State your minimum purchase qty. _____ /ctn.

Number of cartons per truckload: _____ /ctn.

Delivery time ARO: _____

If paper is allocated, please provide your guaranteed delivery schedule: _____

Quantities are based on multiple deliveries of **AT LEAST** one truck load per delivery, to one location.

Any Other Charges/Comments _____

<p>NOTE: State law prohibits bidders from faxing bid responses. You may wish to overnight or federal express your response to this bid invitation. You also may hand carry your response to the purchasing department.</p>

BID FORM

**Arlington Independent School District
1203 West Pioneer Parkway
Arlington, Texas 76013**

Bid 12-27

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, 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 the termination of the contract.

This notice is not required of a publicly-held corporation.

Please complete the information below:

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions 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 or type):

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

Signature of Company Official:_____Date:

- B. My firm is not owned nor operated by anyone by anyone who has been convicted of a felony.**

Signature of Company Official:_____Date:

- 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(s);

Signature of Company Official:_____Date:

Arlington Independent School District
1203 W. Pioneer Parkway
Arlington, TX 76013

Bid 12-27

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION

Bidding companies that have been certified by the Texas Building and Procurement Commission (TBPC) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation. The electronic catalogs will indicate HUB certification for vendors that properly indicate and document their HUB certification on this form.

_____ I certify that my company has been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form.
(Required documentation for recognition as a HUB).

_____ My company has NOT been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB).

Signature of Authorized Representative

Name (Please Print)

Title

Company Name (Please Print)

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number								

or

Employer identification number								

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Arlington Independent School District
1203 W. Pioneer Parkway
Arlington, TX 76013**

Bid 12-27

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder :

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Sec. 44.034, Texas Education code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule(_____.36)

Vendor Name : _____

Vendor Address : _____

Vendor E-mail Address : _____

Vendor Telephone : _____

Authorized Company Official's Name : _____

(Printed)

Signature of Company Official : _____

Date : _____

CONFLICT OF INTEREST

Effective January 1, 2006, Chapter 176 of the Local Government Code requires a person who contracts or seeks to contract with the Arlington Independent School District for the sale or purchase of property, goods, or services to file a conflict of interest questionnaire with the District. The questionnaire must be filed no later than the seventh business day after the date that the person: (1) begins contract discussions or negotiations with the district or (2) submits to the District a response to a request for proposal or bid, correspondence, or another writing related to a potential agreement with the District.

An updated conflict of interest questionnaire must be filed no later than September 1 of each year in which the person: (1) has begun contract discussions or negotiations with the District or (2) submits to the District an application, response to a request for proposals or bids, correspondence or another writing related to a potential agreement with the District; and (3) the seventh business day after the date on an event that would make a statement in the questionnaire incomplete or inaccurate. The updated questionnaire is not required if the person has filed an updated questionnaire on or after June 1, but before September 1 of that year.

It is the vendor's responsibility to interpret the requirements of Chapter 176 of the Local Government Code.

The conflict of interest questionnaire MUST be completed and SUBMITTED on-line at: <http://www.aisd.net/conflict/register.asp>. (please see note below)

If you have already submitted your application on-line please go to this web site

<http://www.aisd.net/conflict/LogIn.asp> and verify if there are any changes.

The District will post all conflict of interest questionnaires on its website.

PLEASE NOTE: Vendors need to fill out this form ONLY IF A CONFLICT EXISTS.

If no conflict exists, please put "no conflict exists" on the forms checklist page.

**Arlington Independent School District
1203 West Pioneer Parkway
Arlington, Texas 76013**

Bid 12-27

The undersigned hereby offers to provide the articles/services specified above at the prices and terms stated. Net price must include inside delivery and freight. The Arlington Independent School District (AISD) is exempt from all federal excise taxes and state sales tax. This quotation may be withdrawn after the specified time. AISD reserves the right to accept or reject in part or in whole any quotations submitted and to wave any technicalities for the best interest of AISD.

FUNDING OUT PROVISION:

If Arlington Independent School District fails to appropriate funds to provide for the annual funding of the contract (**Bid 12-27**), the AISD may terminate the contract, without termination charges, provided the contractor receives at least thirty (30) days prior written notice of the termination stating the non-appropriation of funds as the reason for termination.

NAME OF COMPANY	AUTHORIZED SIGNATURE	PRINTED SIGNATURE
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ADDRESS	CITY	STATE	ZIP
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PHONE NUMBER	FAX NUMBER	DATE
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12-27

BID NUMBER	TERMS	E-MAIL ADDRESS
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ARLINGTON INDEPENDENT SCHOOL DISTRICT

1203 West Pioneer Parkway

Arlington, Texas 76013

To: Vendor Addressed

From: Sherry Ellis
Purchasing Coordinator

Re: **Time Document Labels**

Enclosed with this bid invitation is a label to be affixed to the outside of the sealed bid. This label is to **HELP** ensure your bid's arrival in a timely manner. Also, this label will facilitate handling A.I.S.D.'s mail room personnel.

–OR–

**PLEASE MARK THE SEALED ENVELOPE WITH YOUR COMPANY'S
NAME, ADDRESS, BID NUMBER AND DUE DATE.**