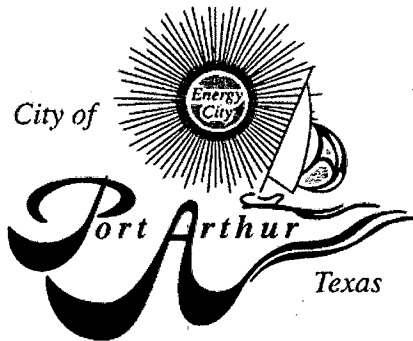


DELORIS "BOBBIE" PRINCE, MAYOR
ELIZABETH "LIZ" SEGLER, MAYOR PRO TEM

COUNCIL MEMBERS:
JACK CHATMAN, JR.
MORRIS ALBRIGHT, III
MARTIN FLOOD
JOHN BEARD, JR.
ROBERT E. WILLIAMSON
D. KAY WISE
THOMAS J. HENDERSON



STEPHEN FITZGIBBONS
CITY MANAGER

TERRI HANKS
CITY SECRETARY

MARK T. SOKOLOW
CITY ATTORNEY

OCTOBER 15, 2009

**INVITATION TO BID
PERIODICALS FOR LIBRARY**

DEADLINE: Sealed Bid submittals must be received and time stamped by **3:00 PM, Central Standard Time, Wednesday, October 28, 2009.** (The clock located in the City Secretary's office will be the official time.) All bids received will be read aloud **at 3:15 PM on Wednesday, October 28, 2009** in the City Council Chambers, City Hall, 5th Floor, Port Arthur, TX.

MARK ENVELOPE: PERIODICALS

DELIVERY ADDRESS: Please submit two (2) complete copies of your bid to:

CITY OF PORT ARTHUR
CITY SECRETARY
P.O. BOX 1089
PORT ARTHUR, TEXAS 77641

CITY OF PORT ARTHUR
CITY SECRETARY
444 4TH STREET, 4th Floor
PORT ARTHUR, TEXAS 77640

POINTS OF CONTACT:

Questions concerning the **Invitation to Bid** should be directed to:

City of Port Arthur, TX
Shawna Tubbs, Purchasing Manager
P.O. Box 1089
Port Arthur, TX 77641
409.983.8160
Shawna@portarthur.net

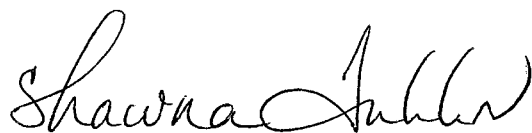
Questions concerning the **Scope of Work** should be directed to:

City of Port Arthur, TX
Mark Durham, Assistant Library Director
P.O. Box 1089
Port Arthur, TX 77641
409.985.8838 ext 2241
mdurham@pap.lib.tx.us

The enclosed INVITATION TO BID (ITB) and accompanying GENERAL INSTRUCTIONS, CONDITIONS SPECIFICATIONS, are for your convenience in submitting bids for the enclosed referenced services for the City of Port Arthur.

Bids must be signed by a person having authority to bind the firm in a contract. Bids shall be placed in a sealed envelope, with the Vendor's name and address in the upper left-hand corner of the envelope.

ALL BIDS MUST BE RECEIVED IN THE CITY SECRETARY'S OFFICE BEFORE OPENING DATE AND TIME. It is the sole responsibility of the firm to ensure that the sealed ITB submittal arrives at the above location by specified deadline regardless of delivery method chosen by the firm. Faxed or electronically transmitted ITB submittals will not be accepted.

A handwritten signature in cursive script, reading "Shawna Tubbs".

Shawna Tubbs
Purchasing Manager

**INVITATION TO BID
CITY OF PORT ARTHUR
PERIODICALS FOR LIBRARY**

NO BID is submitted:

_____ this time only
_____ not this commodity/service only

FAILURE TO RESPOND TO BID SOLICITATIONS FOR TWO (2) BID PERIODS MAY RESULT IN REMOVAL FROM THE VENDOR'S LIST. However, if you are removed you will be reinstated upon request. If not submitting a bid, please complete the questionnaire at the bottom of this page.

NOTICE

In the event you desire not to submit a bid, we would appreciate your response regarding the reason (s). Your assistance in completing and returning this form in an envelope marked with the enclosed bid would be appreciated.

(To be Completed ONLY IF YOU DO NOT BID.)

	Yes	No
Does your company provide this product or services?		
Were the specifications clear?		
Were the specifications too restrictive?		
Does the City its bills on time?		
Do you desire to remain on the bid list for this product or service?		
Does your present work load permit additional work?		
Comments/Other Suggestions:		

Company Name:	
Person Completing Form:	Telephone:
Mailing Address:	Email:
City, State, Zip Code:	Date:

ATTENTION ALL VENDORS

In an effort to “**Expedite Notification**” to All Vendors of upcoming bids with the City of Port Arthur, we are asking “**All Vendors**” to register with Public Purchase:

(www.publicpurchase.com)

Public Purchase is a “**FREE**” service that will
notify
you via e-mail of the **City’s upcoming bids.**

If you have any questions please contact the
Purchasing Division at 409-983-8160 or
Shawna@portarthur.net

CITY OF PORT ARTHUR

GENERAL INFORMATION:

NOTE: It is extremely important that the Vendor, Bidder, and/or Contractor furnish the City of Port Arthur the required information specified in Bid or Proposal Specifications listed in this Bid Package.

The intent of this INVITATION TO BID (ITB) is to provide bidders with sufficient information to prepare SEALED BIDS IN DUPLICATE for furnishing: **PERIODICALS FOR LIBRARY**

Bids must be in a sealed envelope addressed to the City Secretary, City of Port Arthur, P.O. Box 1089, Port Arthur, Texas 77641. Bids shall be received no later than Wednesday, October 28, 2009, at 3:00 P.M. Bids received after the closing time specified will be returned to the bidder unopened and claims of mail delays will not constitute an exception. Bid proposal **MUST BE SIGNED BY BIDDER.**

All bids meeting the intent of this request for bid will be considered for award. BIDDERS TAKING EXCEPTION TO THE SPECIFICATIONS, OR OFFERING SUBSTITUTIONS, SHALL STATE THESE EXCEPTIONS BY ATTACHMENT AS PART OF THE BID. The absence of such a list shall indicate that the bidder has not taken exceptions and the City shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. The City reserves the right to accept any and all or none of the exception(s)/substitutions(s) deemed to be in the best interest of the City of Port Arthur.

Bids cannot be altered or amended after submission deadline. Any interlineations, alteration, or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

The City reserves the right to:

1. Reject any and all bids and to make no award if it deems such action to be in its best interest.
2. Award bids on the lump sum or unit price basis, whichever is in the best interest of the City.
3. Reject any or all bids and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of the City.
4. Award bids to bidders whose principal place of business is in the City of Port Arthur and whose bid is within 5% of the lowest bid price.

The award shall be made to the responsible vendor(s) whose bid is determined to be lowest offer, taking into consideration the relative importance of price, conformance to specifications and capability and experience of the contractor.

TERMINOLOGY: "Bid" vs. "Proposal"--For the purpose of this ITB, the terms "Bid" and "Proposal" shall be equivalent.

Bidders are cautioned to read the information contained in this ITB carefully and to submit a complete response to all requirements and questions as directed.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with Vernon's Texas Code Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

ETHICS: The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the City of Port Arthur.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Be able to comply with the required or proposed delivery schedule.
2. Have a satisfactory record of performance.
3. Have a satisfactory record of integrity and ethics.
4. Be otherwise qualified and eligible to receive an award.
5. Be engaged in a full time business and can assume liabilities for any performance or warranty service required.
6. The City Council shall not award a contract to a company that is in arrears in its obligations to the City.
7. No payments shall be made to any person of public moneys under any contract by the City with such person until such person has paid all obligations and debts owed to the City, or has made satisfactory arrangements to pay the same.

Any interpretations, corrections or changes to the ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Port Arthur Purchasing Manager. Addenda will be mailed to all who are known to have received a copy of the ITB. Offeror's shall acknowledge receipt of all addenda.

BONA FIDE BUSINESS THAT CLAIMS THE CITY OF PORT ARTHUR AS ITS

PRINCIPAL PLACE OF BUSINESS: The official business address (office location and office personnel) shall be a Port Arthur address, the principal storage place or facility for the equipment shall be in Port Arthur and/or the place of domicile for the principal business owner(s) shall be in Port Arthur or such other definition or interpretation as is provided by state law.

PRICES: The bidder should show in the proposal both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

PURCHASE ORDER: A purchase order(s) shall be generated by the City of Port Arthur to the successful bidder. The purchase order number must appear on all itemized invoices.

INVOICES: All invoices shall be mailed directly to the City of Port Arthur, Attn.: Library, P. O. Box 1089, Port Arthur, Texas 77641.

PAYMENT: Payment will be made upon receipt of the original invoice and the acceptance of the goods or services by the City of Port Arthur.

SALES TAX: The City of Port Arthur is exempt by law from payment of Texas Sales Tax and Federal Excise Tax; therefore the proposal shall not include Sales Tax.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Port Arthur, Texas, Jefferson County.

COMPLIANCE WITH LAWS: The Contractor shall comply with all applicable laws, ordinances, rules, orders, regulations and codes of the federal, state and local governments relating to performance of work herein.

INTEREST OF MEMBERS OF CITY: No member of the governing body of the City, and no other officer, employee or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and, the Contractor shall take appropriate steps to assure compliance.

DELINQUENT PAYMENTS DUE CITY: The City of Port Arthur Code of Ordinances prohibits the City from granting any license, privilege or paying money to any-one owing delinquent taxes, paving assessments or any money to the City until such debts are paid or until satisfactory arrangements for payment has been made. Bidders must complete and sign the AFFIDAVIT included as part of this ITB.

QUANTITIES: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the contractor shall not have any claim against the City of Port Arthur for quantities less than the estimated amount.

All bids will remain in effect for one year.

SHIPPING INFORMATION: All bids are to be F.O.B., City of Port Arthur, Port Arthur, Texas 77640

INCORPORATION OF PROVISIONS REQUIRED BY LAW: Each provision and clause required by law to be inserted into the Contract shall be deemed to be enacted herein and the Contract shall be read and enforced as though each were included herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted the Contract shall be amended to make such insertion on application by either party.

CONTRACTOR'S OBLIGATIONS: The Contractor shall and will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this Contract, in accordance with the provisions of this Contract and said specifications.

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

While the purpose of the specifications is to indicate minimum requirements in the way of capability, performance, construction, and other details, its use is not intended to deprive the City of Port Arthur the option of selecting goods which may be considered more suitable for the purpose involved.

In the event of conflicts between the written bid proposal and information obtained verbally, the vendor is specifically advised that the written bid proposal will prevail in the determination of the successful bidder.

Under the Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

RELEASES AND RECEIPTS: The City of Port Arthur before making payments may require the Contractor to furnish releases or receipts for any or all persons performing work and supplying material or service to the Contractor, or any sub-contractors for work under this contract, if this is deemed necessary to protect its interests.

CARE OF WORK: The Contractor shall be responsible for all damages to person or property that occurs as a result of his fault or negligence in connection with the work performed until completion and final acceptance by the City.

Port Arthur Public Library Periodicals Bid List Calendar Year 2010

Note: All subscriptions are for calendar year 2010.

Please provide an electronic copy of the bid proposal and specify for each title listed:

- 1) list price**
- 2) ISSN**
- 3) discount price (or % discount on total list)**
- 4) n/b – if the title cannot be supplied**
- 5) note title variations or changes**

E-mail to: mdurham@pap.lib.tx.us (not a substitute for the Bid Proposal (page 10) to be mailed to the City Secretary).

Direct any questions relating to title clarification to this e-mail address.

Address all subscriptions to:

**Port Arthur Public Library
4615 9th Avenue
Port Arthur, TX 77642-5818**

Titles

ABA Journal	Black Enterprise
Ahora	Blender
All In	Bon Appetit
American Cheerleader	Booklist
American Journal of Nursing	Bookmarks
Anime Insider	Boy's Life
Antique Trader Weekly	Budget Travel
Antiques Roadshow Insider	Business Week
Architectural Digest	Car & Driver
Architectural Record	Cartoon Network Block Party
Art In America	Casa & Estilo International
Ask	Christian Century
Atlantic Journal Constitution (Newspaper)	Christianity Today
Atlantic Monthly	Clean Eating
Babybug	Coastal Living
Backpacker	Cobblestone
Better Homes and Gardens	Coin World
Bicycling	Computer Shopper
Black Beat	Consumer Reports
Black Belt	Consumer Reports on Health

Cooking Light
 Cook's Illustrated
 Cosmopolitan
 Cosmopolitan en Espanol
 Crafts N Things
 Cycle World
 Diabetes Forecast
 Discover
 Discovery Girls
 Disney Princess
 Domino
 Downbeat
 Ebony
 ESPN Deportes
 ESPN Magazine
 Esquire
 Essence
 Evertons Family History
 Excélsior (Mexico City Newspaper)
 Family Fun
 Family Handyman
 Fast Company
 Fate
 Field and Stream
 Fine Gardening
 Forbes
 Fortune
 Fortune Small Business
 Game Informer
 Glamour
 Golf Digest
 Good Housekeeping
 GQ
 Guns & Ammo
 Harper's Magazine
 Highlights for Children
 Hobby Farms
 Home Business Magazine
 Hot Rod
 Ignite Your Faith
 Iguana
 Impacto
 Inc.
 Jack and Jill
 Jet
 Kids Discover

Kiplinger's Personal Finance Magazine
 Kiplinger's Retirement Report
 Ladies Home Journal
 Ladybug
 LàTeen
 Latin Trade - Spanish Edition
 Latina
 Let's Find Out (Spanish)
 Library Journal (2 subscriptions)
 Library Sparks
 Linn's Stamp News
 London Review of Books
 Lucky
 Mailbox: Grades 2-3
 Mailbox: Intermediate
 Mailbox: Kindergarten-Grade1
 Mailbox: Preschool Edition
 Maximum PC
 Men's Health
 Mental Floss
 Modern Bride
 Money
 Motorcyclist
 Motor Trend
 NADA Official Older Used Car Guide
 NADA Official used car guide
 NADA Recreational Vehicle Appraisal
 guide
 National Geographic
 National Geographic en Espanol
 National Geographic Kids
 National Geographic Traveler
 National Law Journal
 National Review
 Native American Times
 New Orleans Genesis
 New Republic
 New Yorker
 Newsweek
 Nickelodeon
 O, The Oprah Magazine
 Oil and Gas Journal
 Organic Gardening
 Outside
 Parents
 Paris Review

People
People en Espanol
Popular Mechanics
Popular Photography
Popular Science
Popular Science
Practical Homeschooling
Pregnancy
Print: America's Graphic Design Magazine
Psychology Today
Ranger Rick
Reader's Digest
Reader's Digest (Large Print)
Readers Digest en Espanol
Real Simple
Redbook
Reminice
Review of Texas Books
Rolling Stone
Runner's World
Saigon Tex News (Houston Newspaper)
Sales and Marketing Management
Salt Water Sportsman
Saturday Evening Post
School Arts
School Library Journal
Science
Science News
Scientific American
Scientific American Mind
Selecciones Reader's Digest
Self
Seventeen
Shape
Siempre
Skipping Stones
Sky and Telescope
Smart Money
Smithsonian
Sophisticates Black Hair Styles And Care
Guide

Southern Living
Spider
Sports Illustrated
Sports Illustrated for Kids
Sunset
Teen Voices
Texas Gardner
Texas Gulf Historical and Biographical
Record
Texas Highways
Texas Library Journal
Texas Monthly
Texas Observer
Texas Sportsman
The Nation
This Old House
Thomas and Friends
Thrasher
Time
Trailer Boats
Trailer Life
TV y Novelas U.S.A
U.S. News and World Report
Unabashed Librarian
Upsize Minnesota Magazine
Us Weekly
Vanidades
Vanity Fair
Vegetarian Times
Vogue
Voice of Youth Advocates
W
Week, The
Weekly Standard
Wild Animal Baby
Wired
Woman's Day
Women's Health
Writer
XXL
Your Big Backyard

CITY OF PORT ARTHUR, TEXAS
BID SHEET

BID FOR: Periodicals for Library

BID OPENING DATE: October 28, 2009

OUTLINE OF BID DATA:

DESCRIPTION	TOTAL COST
PERIODICALS FOR LIBRARY	\$ _____

Receipt of addenda is acknowledged:

No. 1 Dated _____ Received _____

Delivery will begin _____ days after the order is placed.

_____ COMPANY NAME	_____ STREET ADDRESS
-----------------------	-------------------------

_____ SIGNATURE OF BIDDER	_____ P.O. BOX
------------------------------	-------------------

_____ (PRINT OR TYPE NAME)	_____ CITY	_____ STATE	_____ ZIP
-------------------------------	---------------	----------------	--------------

_____ TITLE	_____ AREA CODE	_____ TELEPHONE NO.
----------------	--------------------	------------------------

EMAIL

BID OPENING DATE: **October 28, 2009**

CITY OF PORT ARTHUR
INSTRUCTIONS TO BIDDER

Bidders are requested to furnish their complete REMIT TO ADDRESS and TAX IDENTIFICATION NUMBER as indicated below:

REMIT PAYMENT TO:

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

SEND PURCHASE ORDER TO:

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

TAX IDENTIFICATION NUMBER _____

AFFIDAVIT

All pages in the offeror's bid proposal containing statements, letters, etc. shall be signed by a duly authorized officer of the company, whose signature is binding on the bid proposal.

The undersigned offers and agrees to one of the following:

_____ I hereby certify that **I do not have** outstanding debts with the City of Port Arthur. Further, I agree to pay succeeding debts as they become due during this agreement.

_____ I hereby certify that **I do have** outstanding debts with the City of Port Arthur and agree to pay said debts prior to execution of this agreement. I further agree to pay succeeding debts as they become due.

_____ I hereby certify that **I do have** outstanding debts with the City of Port Arthur and agree to enter into an agreement for the payment of said debts. I further agree to pay succeeding debts as they become due.

NAME OF OFFEROR: _____

TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE NUMBER _____

SIGNATURE _____

STATE _____

COUNTY _____

SUBSCRIBED AND SWORN to before me by the above named _____
_____ on this the _____

day of _____, 20____.

Notary Public

RETURN THIS AFFIDAVIT AS PART OF THE BID PROPOSAL

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. 1491, 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.

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 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name of local a 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 the filer of the questionnaire?

Yes ☐ No ☐

C. Is the filer of this questionnaire employed by a corporation or other

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