



Cita M. Jimenez
District Purchasing
Administrator

PURCHASING AND WAREHOUSE OPERATIONS

Rio Grande City Consolidated Independent School District

**All forms must
be properly
complete and
returned.**

BID #21-02
Gentlemen,

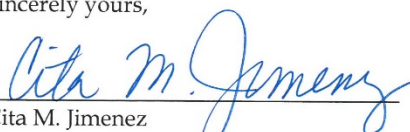
The District invites your bid on **Office Furniture "Catalog" Bid**. Bids will be received, opened, and read aloud in the Purchasing Department, Fort Ringgold, Rio Grande City, Texas, at **10:15 A.M., Thursday, August 13, 2020**. Bids are to be net F.O.B. Rio Grande City, Texas. Bids will not be awarded on opening but after study and consideration by the Board of Education. Rio Grande City Consolidated Independent School District reserves the right to hold bid process for ninety (90) days after bid opening without acting on them. Any bids received after the time set for opening will be returned to bidder unopened. Rio Grande City Consolidated Independent School District will not be responsible for missent or misplaced bids.

The right is reserves, as the interest of the owner may require, to reject any or all bids and to waive any informalities in bids received and accept the bid most advantageous to the District.

Please note the attached conditions of the bid. The District requests that all bids be submitted on the enclosed bid forms.

No advance payment will be made to the vendor receiving the bid award. Payment will be made after merchandise is received and in good order.

Sincerely yours,


Cita M. Jimenez
District Purchasing Administrator
Enclosures

Fort Ringgold • Rio Grande City, Texas 78582
Telephone (956) 716-6810 • Fax (956) 716-6813
cjimenez001@rgccisd.org

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
Office Furniture "Catalog" Bid

I. GENERAL INSTRUCTIONS AND CONDITIONS TO BIDDERS

1. All bids must be submitted by **Thursday, August 13, 2020 will be opened at 10:15 A.M.**, on that day in the Purchasing Department, Fort Ringgold, Rio Grande City, Texas.
2. Detailed specifications are included. Compliance with all specifications and conditions is required. All proposals must include a detailed statement of exceptions taken to any part of the request.
3. **BID ACCEPTANCE:**
 - A) **UNSIGNED BIDS WILL NOT BE CONSIDERED.**
 - B) **PROPOSALS RECEIVED AFTER BID DATE WILL NOT BE CONSIDERED AND WILL BE RETURNED TO VENDOR UNOPENED. BID DUE 10:15 A.M., Thursday, August 13, 2020. ONLY SEALED BIDS WILL BE ACCEPTED.**
 - C) **WHEN MORE THAN ONE BRAND NAME OF THE "OR EQUAL" IS AVAILABLE, DO NOT BID MORE THAN TWO ITEM CHOICES.**
 - D) **"OR EQUAL" PRODUCTS WILL BE EVALUATED AFTER BIDS ARE RECEIVED, BASED ON LITERATURE SUBMITTED AND ANY REQUIRED TESTING OF THE PRODUCT.**
4. For any questions pertaining to the bid specification, please contact:

Cita M. Jimenez, District Purchasing Administrator
Phone Number (956) 716-6810
5. Any change to this bid document must be in a written addendum and signed by Joe D. Smedley, Purchasing Agent or his designee.
6. When a brand name and model are specified and the bidder fails to make a statement to the contrary, the bidder is interpreted as bidding on the exact brand and model specified.
7. Rio Grande City Consolidated Independent School District reserves the right to accept or reject any or all bids.

8. Rio Grande City Consolidated Independent School District will not accept "factory seconds" or otherwise inferior goods and reserves the right to return such item(s) within thirty days of receipt at vendor's expense.
9. No substitutes will be accepted after item(s) have been awarded as specified.
10. Detailed explanation or warranties must be provided with bid.
11. Bid prices are to remain firm through June 30, 2021.
12. To expedite evaluation of the bids:
--it is preferable that Rio Grande City Consolidated Independent School District forms be used.
13. Bids are to be net F.O.B. Rio Grande City Consolidated Independent School District Purchasing Department, Fort Ringgold, and Rio Grande City, Texas.
14. No cash advance discount will be considered.
15. Bids shall be on the BID FORM enclosed and sealed in an envelope clearly marked:

BID# 21-02 Office Furniture "Catalog" Bid

Due: 10:15 A.M., Thursday, August 13, 2020

ATTN: Cita M. Jimenez, District Purchasing Administrator

II. BID SPECIFICATIONS

See Attachments

III. BID AWARD

1. The Rio Grande City Consolidated Independent School District shall award this bid on a lump sum basis to one bidder and or on an item-by-item basis, whichever is in the best interest of the District. For evaluation of items bid, samples must be furnished upon request.

2. After bid is awarded and low bidder(s) default(s) in meeting the General Instructions to bidders and/or comply with contract agreement; Rio Grande City Consolidated Independent School District reserves the right to seek services from the next low bidder. In such event, the District shall charge the successful bidder the difference for any additional cost of such bid item.

IV. DELIVERY INSTRUCTIONS

1. Deliveries are to be made as requested by Cita M. Jimenez, District Purchasing Administrator.
No deliveries shall be accepted after 2:30 P.M., Monday-Friday.
2. At least seventy-two (72) hours prior notice of delivery must be given to Cita M. Jimenez, District Purchasing Administrator, before delivery will be accepted.

Can you meet this requirement? _____ yes _____ no

V. BILLING AND PAYMENT INSTRUCTIONS

1. Invoices must include:
 - a) Purchase Order Number
 - b) Marked - Office Furniture "Catalog" Bid #21-02
 - c) Copy of signed delivery ticket
2. The District makes payment on or about the 15th of each month upon receipt of a properly executed invoice and verification of delivery from the consignee.
3. Contact person for Billing and Payment questions:
Cita M. Jimenez
District Purchasing Administrator
PH (956) 716-6810

**Request for Taxpayer
Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

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. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

**Sign
Here**

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Notice of Felony Conviction

Texas Education Code §44.034 (a) provides that any person or business entity, other than a publicly held corporation, that enters into a contract with a school district must give advance notice to the school district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Texas Education Code §44.034 (b) provides that if the school district determines that the person or business entity failed to give notice as required by Texas Education Code §44.034 (a) or misrepresented the conduct resulting in the conviction, the school district may terminate the contract after compensating the person or business entity for services performed before the termination of the contract.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME: _____

- ☐ Publicly-held corporation, therefore, this reporting requirement is not applicable.
- ☐ No owner or operator of the business entity named herein has ever been convicted of a felony.
- ☐ The business entity named herein is owned or operated by the following person(s) who has (have) been convicted of a felony:

Name: _____

Reason for Conviction: _____

Date of Conviction: _____ Date & Place of Incarceration: _____

Probation/Parole Status: _____

Name: _____

Reason for Conviction: _____

Date of Conviction: _____ Date & Place of Incarceration: _____

Probation/Parole Status: _____

The Bidder agrees to comply with Section 22.0834. Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation. The undersigned Bidder, if awarded a contract, shall obtain criminal history record information through the criminal history clearinghouse as provided by Section 411.0845, Government Code relating to an employee or applicant of Bidder who has or will have continuing duties related to the contracted services; and the employee or applicant of Bidder has or will perform said duties on District property or a location where students are present. The Bidder agrees to certify of the receipt of criminal history record information before or immediately after employing or securing the services of the employee or applicant that has or will have continuing duties related to the contracted services if the employee or applicant has or will perform said duties on District property or a location where students are present. The Bidder further agrees that if awarded a contract, Bidder shall assume all expenses associated with the criminal background check and shall immediately remove any employee or agent who was convicted of any felony or a misdemeanor involving moral turpitude, as defined by Texas law, from District property or a location where students are present.

Signature-Company Official

Date

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
This requirement 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 7 th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See</i> 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 7 th 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		

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY		
1 Name of business entity filing form, and the District, state and country of the business entity's place of business.				
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.				
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.				
4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
			Controlling	Intermediary
5 Check only if there is NO Interested Party.				
6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.				
_____ Signature of authorized agent of contracting business entity AFFIX NOTARY STAMP / SEAL ABOVE Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20____, to certify which, witness my hand and seal of office. _____ Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath				
ADD ADDITIONAL PAGES AS NECESSARY				

Certification of No Boycott of Israel Form

If Contractor/Vendor is a "company", as that term is defined in Section 808.001 of the Texas Government Code, Contractor/Vendor certifies and verifies that it: (i) does not boycott Israel and (ii) will not boycott Israel during the Term of this Agreement.

Form requirements:

- This certification is required by Texas Government Code § 2270.002.
- This form is required to be attached to all Purchase Orders (goods) and Contracts (services), regardless of whether Contract requires the creation of a Purchase Order.
- The campus department making the purchase of goods or contracting for services is responsible for obtaining the form from the Vendor or Contractor.

Texas Government Code §808.001 states that "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. Furthermore, Texas Government Code §808.001 states that the term "company" means a "for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit".

Vendor/Contractor Name or Company Name	
Street Address	
City	
State	
Zip Code	
Phone Number	
Printed Name of Authorized Representative	
Title of Authorized Representative	
Signature of Authorized Representative	
Date	

ONLY COMPLETE THIS SECTION IF YOU BELIEVE YOU ARE NOT REQUIRED TO PROVIDE THE CERTIFICATION LISTED ABOVE FOR THE REASONS CITED BELOW

I am not required to provide the certification listed above because (select one):

- ☐ I am not a "company" as defined above, pursuant to Texas Government Code §808.001.
- ☐ This is not an agreement for goods or services to be provided to the District.

--

Name

Signature

--

Date

NON-COLLUSION STATEMENT

The undersigned Bidder, by signing and executing this bid, certifies and represents to the RGCCISD that Bidder has not offered, conferred or agreed to confer any pecuniary benefit, as defined by Section 1.07 (a)(6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid;

the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid;

the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the RGCCISD concerning this bid on the basis of any consideration not authorized by law;

the Bidder also certifies and represents that Bidder has not received any information not available to other Bidders so as to give the undersigned an advantage with respect to this bid;

the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the RGCCISD in return for the person having exercised the person's official discretion, power or duty with respect to this bid;

the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the RGCCISD in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid;

the Bidder certifies that the Bidder has not prepared this bid and will not prepare any future bids arising from this Request for Proposals in collusion with any other respondent, and that the content of any future bids arising out of this Bid will not be communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the Service Center's selection of a contractor for this Bid.

FIRM NAME

ADDRESS

CITY/STATE/ZIP

TYPED NAME OF REPRESENTATIVE(S)

SIGNATURE OF REPRESENTATIVE(S)

DATE

COMPANY NAME

AUTHORIZED SIGNATURE DATE

ADDRESS

PHONE NUMBER

FAX NUMBER

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
Office Furniture “Catalog” Bid
Bid #21-02

The vendor(s) will offer the District a percentage discount from retail price on all purchases by the District.

A. Blank Discount for all categories _____ %

The above quotation represents a discount from (specify which)

_____ Retail “List” Price

_____ Other (Explain): _____

_____ Vendor’s Catalog – Dated _____

Specify additional charges, such as shipping and handling.

B. Shelf Price
Delivery Time

Supplier will find and deliver orders in timely manner. State the promised delivery after receipt of order.

The district is asking for percentage discount bids only. Cost-plus plans nor other pricing plans will not be considered.

Indicate which items will be applicable to your discount.