23-027

Office Supplies

Issue Date: 9/2/2022
Questions Deadline: 9/16/2022 04:30 PM (MT)
Response Deadline: 9/27/2022 10:00 AM (MT)

Contact Information

Contact: Corina Heredia
Address: Procurement Services
4900 Woodrow Bean
El Paso, TX 79924-3824
Phone: (915) 230-3104
Email: cheredia@episd.org

Event Information

Number:	23-027
Title:	Office Supplies
Type:	Request for Proposal
Issue Date:	9/2/2022
Question Deadline:	9/16/2022 04:30 PM (MT)
Response Deadline:	9/27/2022 10:00 AM (MT)
Notes:	The EPISD is seeking qualified companies to supply the District's campuses and departments with needed Office Supplies on an as-needed basis.

Ship To Information

Address: Procurement & School Resources
4900 Woodrow Bean
El Paso, TX 79924-3824
Phone: 1 (915) 230-3100

Billing Information

Address: EPISD Accounts Payable
PO Box 20100
El Paso, TX 79998-0100
Email: accountspayable@episd.org

Bid Attachments

REQUIRED_FORMS 3.24.22.pdf Download

REQUIRED FORMS

2018 w9 Form.pdf Download

Please complete W9

RFP.GOODS_&_SERVICES.07.09.17.REQUIREMENTS_4.29.20.pdf View Online

RFP Goods & Services Requirements

Requested Attachments

Required Forms

(Attachment required)

Additional RFP Attachments

Bid Attributes

1 Introduction

The El Paso Independent School District (EPISD) is an accredited K-12 school system serving El Paso, Texas. Current enrollment is approximately 50,769 students, which includes 11,228 bilingual and 6,724 ESL students, ranking EPISD as one of the largest school Districts in Texas and the largest school district in El Paso County. Current facilities include 46 elementary campuses, 15 middle school campuses, 14 high school campuses, various special campuses, and administrative offices. Two schools are of mixed enrollment elementary/middle school. This does not include alternative and specialty schools. EPISD is a District of Innovation, comprised of an ethnically, culturally, and linguistically diverse community.

For more detailed information on the District, please refer to the following links:

- EPISD District Snapshot
- Texas Education Agency (TEA) Texas Academic Performance Reports

2 Scope of Work

EPISD is seeking qualified vendors to provide the District with office supplies Districtwide.

3 Vendor Instructions

Vendors must address each of the following attributes and required forms, if needed, may attach additional supporting documents in the "Response Attachments" tab.

4 District's Point of Contact

Please provide the following information for your company's contact person responsible for providing clarification during the evaluation process as well as serving as the District's point of contact should your company be awarded:

- Name & Title
- Email Address
- Phone Number & Extension
- Cell Phone (if available)

(Required: Maximum 4000 characters allowed)

5 Principal Place of Business

Please provide your company's principal place of business (state)

(Required: Maximum 1000 characters allowed)

6	**Link to Online Catalog** Please provide the URL for your online catalog(s). If online catalog(s) are not available, please upload a PDF version of your company's catalog in the "Response Attachments" tab. ____________________ ____________________ ____________________ *(Optional: Maximum 1000 characters allowed)*
7	**Electronic Submittal** As permitted by law, Section 44.0313 of the Texas Education Code, the District conducts non-construction solicitation transactions by electronic means (E-Bid System) to the extent possible. The E-Bid System is web based and the process requires vendor registration in order to use the system and provide an electronic response to this Request for Proposals ("RFP"). The instructions for electronic submission can be accessed HERE. If you need assistance with registering or accessing the information you may contact the Procurement Services Department at (915) 230-3100. ☐ Read and Understood *(Required: Check if applicable)*
8	**Hard-Copy Pickup and Submission** If your company does not have the means to submit a response electronically, the District will accept hard copy responses as set out in this subparagraph, however, the vendor must register on the electronic system in order to receive communications during the process. If vendor has no access to a computer system, vendor may contact the Procurement Services Office at (915) 230-3100 for assistance in registering or obtaining responses from the system. Prospective vendors may obtain a hard copy of the RFP from the District's Procurement Office, located at 4900 Woodrow Bean Dr., El Paso, Texas 79924, between the hours of 8:00 a.m. and 4:30 p.m. Please contact the Purchasing Department at 915-230-3100, in advance of your visit to assure that the hours have not changed and someone will be available to assist you.
9	**Hard Copy Proposals** Hard copy proposals must be submitted prior to the proposal opening and submission deadline. Proposals may be mailed or hand delivered to the District's Procurement Office, located at 4900 Woodrow Bean Dr., El Paso, Texas 79924, in a sealed envelope or package clearly marked with the Vendor's name, return address, the RFP name and number, and the opening date and time. Hard copy proposals may be modified, provided such modifications are sealed and received at the District's Procurement Office prior to the established proposal opening and submission deadline. Any proposal or modification received after the proposal opening and submission deadline will not be considered.
10	**Proposal Submission** Vendors are responsible to ensure that their proposal has been properly submitted. Failure to comply with the requirements of this solicitation, including specific form of the submission required, may be grounds for disqualification of the Proposal as "non-responsive." All proposals shall be submitted through the E-Bid System or, in hard copy by hand delivery, mail, or overnight carrier; **the District will not accept proposals via facsimile or email**.

11 **EDGAR Certification Form**

For all purchases with federal grant funds, the District is required to comply with the federal regulations, (EDGAR) related to the purchasing of goods and services. [2 CFR 200.317-200.326] Effective July 1, 2018. When the District seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply to the procurement, in addition to those under state law. This RFP includes the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or new "EDGAR"). The District requires all Vendors must complete and execute the EDGAR CERTIFICATION FORM attached hereto as RFP Attachment EDGAR Certifications certifying Vendor's willingness and ability to comply with EDGAR requirements, as the source of funding may not be known at the time of this solicitation

☐ EDGAR Certificate form is attached ☐ Cannot comply

(Required: Check only one)

12 **References**

Provide information regarding three (3) school district clients, other than El Paso ISD, to whom you have provided similar Goods or Services to the ones requested in this Request for Proposal or with whom you have worked on projects of similar size and scope to the one for which services are requested in this Request for Proposal. For each, provide names, addresses, telephone numbers, and email address of contact persons that may be of reference and that may be contacted regarding the quality of your service and your qualifications.

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(Required: Maximum 4000 characters allowed)

13 **Questions and Requests for Clarification**

If a vendor is in doubt as to the meaning of any part of this solicitation, questions or requests for clarification may be submitted electronically solely via the E-Bid System to the appropriate point-of-contact. Verbal questions and explanations are not permitted. Interpretations, clarifications, and answers to question shall be made only by written response issued to all Vendors via E-Bid message, or by other form of delivery if prior arrangements are made via the point of contact.

14 **Restriction on Communication**

Except as provided above, vendors and their respective employees, agents, subcontractors, and representatives shall restrict their contact with the District and direct all questions regarding this RFP, including questions regarding the proposed contract, to the District's point-of-contact. Each vendor and its employees, agents, subcontractors, and representatives are specifically prohibited from directly or indirectly discussing, communicating, lobbying for, or promoting its proposal to any member of the District's Board of Trustees, any member of the District's administrative staff, any member of an employee association affiliated with or representing any District employee or group of employees, any member of a District committee having responsibility for evaluation of proposal responses or any consultant or professional retained or used by the District in connection with this solicitation. This restriction extends to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by vendors. This policy is intended to create a level playing field for all vendors and ensure the integrity of the solicitation process. Any violation of this provision may result in disqualification of the vendor's response from consideration.

☐ I comply ☐ I do not comply

(Required: Check only one)

15	**Interlocal Cooperation Agreement** The District is permitted under the provisions of Texas Government Code Chapter 791 and Texas Education Code Section 44.031(a)(4) to allow other local government entities ("LGE") to utilize the pricing proposed by the successful vendor(s) to purchase the same goods or services; a process sometimes referred to as "piggy-backing", to satisfy the LGE's own procurement requirements and streamline the purchasing process. The District intends, upon request of another LGE, to extend the final pricing terms offered by the Vendor to that that LGE as permitted by statute. By extending the solicited pricing to another LGE, the District is acting solely for the purpose of streamlining the procurement process for the LGE and its compliance with Texas competitive bidding requirements. The District assumes no other responsibility for the transaction, the Vendor or the purchasing compliance of the LGE. The District shall not be responsible for any costs, damages, etc. incurred by either the Vendor or the LGE relating to any purchase, failure to purchase by the other LGE or disputes between the parties. Vendors must deal directly with the purchasing LGE concerning the placement of orders, issuance of purchase orders, insurance certificates, contractual requirements, disputes, if any, invoicing and payment or any other terms and conditions that the purchasing LGE may require. The actual utilization of the terms of this procurement by the purchasing LGE is at the sole discretion of the purchasing LGE. ☐ Read and Agree ☐ Read and Do Not Agree *(Required: Check only one)*
16	**Contract Agreement Terms** Vendor(s), if awarded as a result of this Request for Proposal may be required to complete and sign the El Paso Independent School District Vendor Agreement See RFP Attachment Form of Vendor Contract. At this time the EPISD only needs to know if you are in compliance with the agreement. Please state Yes or No in the above section. Vendors do not need to complete the contract until an award has been made. If you DO NOT comply with this Vendor Agreement; Please state so in the Deviations section included in this RFP. ☐ I comply ☐ I do not comply *(Required: Check only one)*
17	**The District reserves the right to:** The District retains the right to reject any and all Proposal and to waive any and all formalities. In evaluating Proposals, the District is not required to select the Proposal based solely on the lowest pricing, and will consider the criteria set out in Texas Education Code, Section 44.031(b) (1) - (8) and any other factors specifically set out in this RFP. ☐ Read and Understood *(Required: Check if applicable)*

18 **Evaluation Criteria**

The District reserves the right to award a contract to the Vendor offering the best value, and not necessarily to the Vendor proposing the lowest price, and reserves the right to accept or reject any or all Proposals, and waive any formalities. It is not the policy of the District to purchase on the basis of lowest price proposals alone. In evaluating proposals submitted, the District will consider the criteria set out in Texas Education Code, Section 44.031(b) including the following

- Purchase price, to include all costs associated with services requested **(35) Points**
- The reputation of the vendor and of the vendor's goods or services- **References (15) Points**
- The quality of the vendor's goods or services- **Samples (20) Points**
- The extent to which the vendor's goods or services meet the District's needs **(15) Points**
- The vendor's past relationship with the District (Full points given, deducted for documented poor performance) **(5) Points**
- The total long-term cost to the District to acquire the vendor's goods or services- **Additional discount offered (10) Points**
- The impact on the ability of the District to comply with laws and rules relating to Historically Underutilized Business **(0) Points**
- For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
  a) Has its principal place of business in this state or
  b) Employs at least 500 persons in this state **(0) Points**
- Relevant factors specifically listed in request for bids or proposal **(0) Points**

19 **Minimum Score for Award**

Only those proposals receiving a score of 60 points or higher more of the total maximum possible score will be considered for award; however not guaranteed for award. Additionally, being awarded as a result of this solicitation does not guarantee that the District will make purchases during the term of the contract. Purchases will be made to address the specific needs of the District on an as-needed basis.

☐ Read and Understood
(Required: Check if applicable)

20 **Disclosure of Interested Parties (Form 1295)**

Texas Government Code, Section 2252.908 requires the Disclosure of Interested Parties, by a vendor, using the form and procedure established by the Texas Ethics Commission, at the same time it submits the signed Contract, if the Contract award requires action or a vote by the Board of Trustees or the value of the Contract awarded as a result of the solicitation is at least One Million Dollars ($1,000,000.00). The form requires disclosure of any "interested party" to the Contract of which the contracting Vendor is aware, and execution by an authorized agent of the contracting Vendor acknowledging that disclosure is made under oath and under penalty of perjury. A copy of Form 1295 and further information about the process required is attached hereto as RFP Attachment Certificate of Interested Parties- Form 1295. Vendor agrees that upon Contract award and notification by the District of the applicability of this requirement, it will timely comply with the filing requirements set forth by the Commission and required by Section 2252.908 of the Texas Government Code. Vendor shall confirm its agreement by initialing in the following attribute.

Certificate of Interested Parties (Form 1295) – must be filled out electronically with the Texas Ethics Commission's online filing application, printed out, signed, and submitted within ten (10) days of award notification to EPISD

21 **Acknowledgement CIP Form 1295**

Vendor agrees that upon notification of award, it will timely comply with the filing requirements set forth by the Texas Ethics Commission and required by Section 2252.908 of the Texas Government Code. *Please initial if vendor complies

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(Required: Maximum 1000 characters allowed)

22

Exemption from CIP Form 1295

Effective January 1, 2018, the State of Texas established an exemption to file the Form 1295. This form is not required if your company is a publicly traded business entity, including a wholly owned subsidiary of the business entity. Please select which applies to your company. Please note if your company is exempt from filing Form 1295, and provide your ticker/stock symbol for verification.

☐ Company is a Publicly Traded Business Entity ☐ Company is not a Publicly Traded Business Entity

(Required: Check only one)

23

Ticker/Stock Symbol

Please provide your company ticker/stock symbol. Enter "N/A" if not a publicly traded business entity.

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(Required: Maximum 50 characters allowed)

24

Deviations/Exceptions to Terms and Conditions and Contract

Complete and submit any Deviations/Exceptions to the General Terms and Conditions of the Contract attached to the RFP as RFP Attachment General Terms and Conditions of the Contract and the Form of Contract attached hereto as RFP Attachment Form of Vendor Contract and include an explanation for the requested change(s) with your response. Your response should be submitted on the form attached as RFP Attachment Deviations/Exceptions to Pricing Conditions, Terms and Conditions and Contracts. Copy additional sheets as necessary. By execution of its Proposal, Vendor agrees to the General Terms and Conditions of The Contract and The Form of Contract set out in RFP Attachment General Terms and Conditions of the Contract, respectively, to the extent they apply to the provision of Goods or Services (or both) in connection with this RFP. NOTE: FAILURE PROVIDE COMMENTS OR REQUESTED CHANGES WILL INDICATE YOUR ACCEPTANCE OF THE REQUIRED CONTRACT PROVISIONS AND NO FURTHER NEGOTIATION OF THE PROVISIONS WILL BE PERMITTED. The final contract shall be subject to review and approval of the District’s Legal Counsel.

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(Required: Maximum 4000 characters allowed)

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Criminal History Record Information (CHRI)

Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history record information (“CHRI”) on Covered Employees. Covered Employees with Disqualifying Criminal Histories are prohibited from serving at a school district. Vendor will be required to certify to the District that it has complied and will be required to obtain similar information from its employees, subcontractors of every tier and independent contractors, to the extent they are, or employ, Covered Employees. -“Covered Employees” are defined as all employees of a vendor, or its subcontractors of any tier, and individuals who are independent contractors, who have or will have continuing duties related to the service to be performed at the District and have, or will have, direct contact with students. The District will be the final arbiter of what constitutes continuing duties and direct contact with students. A “Disqualifying Criminal History” includes existence of one of the following offenses in the CHRI Report, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense to (a) or (b) under federal law or the laws of another state. A copy of the Form of Criminal Background Certification is attached hereto as RFP Attachment Form of Criminal Background Certification. Vendor shall certify its agreement that prior to commencement of performance under the awarded Contract, it will timely obtain CHRI on Covered Employees, at its sole expense, by initialing the certification in the Vendor Questionnaire attached as Vendor Questionnaire.

26	**Criminal Background Acknowledgement and Certification** Vendor agrees that prior to commencement of performance under the awarded Contract, it will timely obtain CHRI on Covered Employees, at its sole expense, and provide the certifications set out in the form of CRIMINAL BACKGROUND CERTIFICATION as set out in RFP Attachment Form of Criminal Background Certifications. Note: CRIMINAL BACKGROUND CERTIFICATION is not required to be executed as part of your Proposal – only agreement to comply is required. *If vendor agrees, please (initial) __________ __________ __________ *(Optional: Maximum 1000 characters allowed)*
27	**Fingerprinting for Contractors and Subcontractors (as of Sept 2021)** **** New Rules for Fingerprinting Contractors **** The criminal background check requirements for contractors and subcontractors who work at public schools were amended in June 2021. A contractor that provides services to a school district must be fingerprinted before beginning work if the contractor: 1) will have continuing duties related to the contracted services, and 2) will have the opportunity for direct contact with students. The requirement does not apply to a contractor that performs construction, alteration, or repair of an instructional facility if the contractor uses separate sanitary facilities, installs a barrier fence, and has a policy that employees may not interact with students or enter areas used by students. School districts lost access to the criminal history records of individuals who were previously fingerprinted by contractors. If our school district needs to review the criminal history of these individuals, we will need to fingerprint the individuals again. Who is classified as a contractor that needs to be fingerprinted? An individual who: 1) Is employed or offered employment by a service contractor or a subcontractor of a service contractor, is an individual independent contractor of the school entity, or is an individual subcontractor of a service contractor; 2) Has or will have continuing duties related to the contracted services 3) Has or will have direct contact with students; and 4) Is not a student of the school entity for which the services are performed. *If this requirement does not apply, please explain and attach in the attachment section of this RFP. ☐ Requirement Applies-Contractor fingerprints needed ☐ Requirement Does Not Apply ☐ Other - please explain *(Required: Check only one)*
28	**Solicitation Term** The Term will be for one (1) year ("Initial Term") plus four (4) additional years. Renewal Terms will be contingent upon satisfactory delivery of Goods and/or Services. Each Renewal Term shall be at the same Contract Price/Discount established for the Initial Term unless otherwise approved by EPISD. This RFP will automatically be renewed for four (4) successive 12-month periods after its initial expiration, unless written notice of termination is given by either party, ninety (90) days prior to the expiration date. All intent to terminate notifications for this agreement must be delivered to 4900 Woodrow Bean, El Paso TX 79924- Attn: Dr. Joseph Villalba, Executive Director of Procurement & School Resources.
29	**Annual Solicitation Extensions** The District will no longer send letters requesting bid extensions. EPISD reserves the right to automatically extend the solicitation award at the discretion of the District. If a vendor no longer wishes to extend please send written notification 90 days prior to each annual expiration.

30	**Cone of Silence** "Cone of silence" shall mean a prohibition on any communication regarding any request for information (RFI), request for qualifications (RFQ), request for proposal (RFP), bid, or other competitive solicitation (as defined in the procurement methods above) between: 1. Any person who seeks an award from the District or its affiliated entities including a potential vendor or vendor's representative; and 2. Any Board member, Superintendent, senior staff member, principal, department head, director, manager, or other District employee who has influence in the evaluation or selection process. The cone of silence shall begin upon the development of the scope of work through the issuance of an RFI, RFP, bid, or other competitive solicitation as defined in state law and shall officially end upon execution of an award by the Board and/or the execution of a negotiated contract, whichever represents the final act in the procurement process. Regardless of the above time period, it shall not be acceptable for potential vendors to participate in discussions that determine the scope of work, strategic direction, technical specifications, or evaluation criteria of such projects. The Cone of Silence shall apply to the acquisition of goods or services using the procurement methods identified in state law as well as renewal periods for contracts previously awarded by the Board of Trustees with renewal options. Campaign contributions, gifts, donations, and any other items of value shall be prohibited between the parties defined above for any known contract under consideration during the cone of silence period. The cone of silence shall not apply to communication with the District's Legal Services and Procurement Services staff. Such communications shall be limited to the purpose of obtaining clarification or information concerning the subject of solicitation or conducting contract negotiations. Nothing contained in District Policy shall prohibit any potential vendor or vendor's representative from: 1. Making public representations at scheduled pre-bid conferences or scheduled selection and negotiation committee meetings; 2. Engaging in contract negotiations during any scheduled meeting; 3. Making a public presentation to the Board during any duly noticed public meeting; or 4. Conducting business on contracts previously executed and currently in force. See District Policy CHE (LOCAL). https://pol.tasb.org/Policy/Download/437?filename=CHE(LOCAL).pdf ☐ Vendor agrees and will comply with Cone of Silence *(Required: Check if applicable)*
31	**Solicitation Acceptance** Have you read, understood, and accept the General Terms and Conditions, Request for Proposal Vendor Requirements, and Specifications contained herein, and do you further agree to abide and accept said General Terms and Conditions, Request for Proposal Vendor Requirements and Specifications? If you do not agree please state Deviations in the Deviations section of this RFP. ☐ Read and Accept ☐ Read and Do Not Agree *(Required: Check only one)*
32	**§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.** Please state the type of Firm ☐ Small ☐ Minority ☐ Woman-Owned ☐ Labor Surplus Firm ☐ Not Applicable *(Required: Check all that apply)*

33	**Financial Capacity/Stability** Provide a current financial statement for your company (or individually if you are a sole proprietor) and end-of-year financial statements for the past two (2) years. It is preferred that such statements be audited, however if audited financials are not available please submit statements prepared by a third-party preparer. ☐ Included in attachment section *(Optional: Check if applicable)*
34	**Firearms Certification** Pursuant to Texas Government Code Chapter 2274, if this Contract is valued at $100,000 or more <u>and</u> if the Vendor has at least ten (10) full time employees, then the Vendor represents, warrants and covenants to the District that the Vendor: (a) does not have any practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (b) will not discriminate against a firearm entity or firearm trade association during the term of this Contract. For purposes of this provision, the terms “firearm entity”, “firearm trade association” and “discriminate against a firearm entity or a firearm trade association” shall have the same meaning as set forth in Government Code Section 2274.001 et. seq. Vendor means a for-profit 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 does not include a sole proprietorship. ☐ Vendor Complies with Certification ☐ Vendor cannot comply *(Required: Check only one)*
35	**Energy Company Certification** Pursuant to Texas Government Chapter 2274, if this Contract is valued at $100,000 or more <u>and</u> if the Vendor has at least ten (10) full time employees, then the Vendor represents, warrants, and covenants to the District that the Vendor, within the meaning of Texas Government Code Section 809.001, (a) does not boycott energy companies; and (b) will not boycott energy companies during the term of this Contract ☐ Vendor Complies with Certification ☐ Vendor cannot comply *(Required: Check only one)*
36	**Addition of Goods/Services** During the Term of a Contract awarded under this solicitation, additional goods/services not included in the original solicitation list and resulting awarded contract may become necessary and benefit El Paso ISD. Vendor and El Paso ISD agree that the aggregate value of added purchases during each year of the Contract (if renewed) shall not exceed 10% of the estimated total value of the Contract. The total value of the Contract must be agreed upon, and the dollar value listed in the Contract and each renewal term of the Contract (if any). For purposes of this section, the total value of the Contract includes all contracts awarded as a result of the procurement solicitation to all vendors. For the initial Term of a Contract awarded under this solicitation, Vendor and El Paso ISD agree that the total value of the Contract shall be as stated on the award. Additions of new products may be included in the awarded Contract list during the renewal of the Contract through an amendment to the Contract, and the total Contract value adjusted accordingly. For each renewal term of the Contract, the total actual value of the Contract in the preceding year and the additional new product(s) made during that Term will be the basis for determining the maximum dollar amount (not to exceed 10%) of the additional new product(s) that will be allowed during the next Contract renewal term. Material change means a modification that exceeds and/or alters the terms of the original contract between EPISD, and Vendor exceeding 10% of the contract value.
37	**Price Proposal Requirement** Vendors are required to submit prices in the designated line item section of the solicitation. Vendors may provide additional documentation in the attachment section of this solicitation. ☐ Vendor understands and complies ☐ Vendor cannot comply *(Required: Check only one)*

38	**Israel Certification** Pursuant to Texas Government Code Chapter 2271, if this Contract is valued at $100,000 or more and if the Vendor has at least ten (10) full time employees, then the Vendor represents and warrants to the District that the Vendor does not boycott Israel and will not boycott Israel during the term of this Contract. Vendor means an 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 does not include a sole proprietorship. ☐ Vendor Complies with Certification ☐ Vendor cannot comply *(Required: Check only one)*
39	**Delivery lead time example** If you receive a purchase order by 3:00 P.M. Mountain Time, what is your guaranteed time of delivery? *(Required: Maximum 4000 characters allowed)*
40	**Damage/Shortage Claims** Please explain the time required to file a claim either for a damage or shortage? *(Required: Maximum 4000 characters allowed)*
41	**Emergency Contact** Please provide a phone number and contact information for emergencies occurring after regular business hours. *(Required: Maximum 4000 characters allowed)*
42	**Stocking Distributor** Vendor must be a stocking distributor of needed supplies and related items ☐ Yes ☐ No *(Required: Check only one)*
43	**Short Notice Delivery** Vendor must have the ability to deliver orders on a short notice ☐ Yes ☐ No *(Required: Check only one)*

44	**PO Acceptance** Does your company accept purchase orders? ☐ Yes ☐ No *(Required: Check only one)*
45	**Cooperative Contract Awards** Is your company an awarded vendor on any cooperative contracts? (Region 19, Buyboard, TCPN, US Communities etc.,) If so, Please list agency and contract number. ______ ______ ______ ______ ______ ______ *(Required: Maximum 4000 characters allowed)*
46	**Delivery ARO** What is the Delivery lead time for products listed After Receipt of Order? ______ ______ ______ ______ ______ ______ *(Required: Maximum 4000 characters allowed)*
47	**Vendor Punchout** Does your company have the capability to provide vendor punchout? ☐ Yes ☐ No *(Required: Check only one)*

Bid Lines

1	OFFICE SUPPLIES **Item Attributes** **1. Minimum Order** ☐ Yes ☐ No *(Required: Check only one)*

2. Minimum Orders

Does your company have minimum orders? If So, please explain the minimum order requirement. If, no please enter N/A.

____

(Required: Maximum 4000 characters allowed)

3. Additional Catalog Discount Offered

What type of catalog discount will your company offer the District?

☐ Net Discount ☐ % Discount ☐ % Mark-Up

(Required: Check only one)

4. Discount

Provide discount offered to the District for Office Supply items not listed below

____

(Required: Maximum 4000 characters allowed)

5. Samples

If responding with product other than as specified, please include samples with response. The District will use samples to determine quality. It will be the responsibility of the vendor to collect samples.

☐ I Understand

(Optional: Check if applicable)

6. Estimated Quantities

Accuracy of estimated quantities – the District believes the numbers used as item quantities to be a reasonably accurate estimate; however, the actual quantity may be more or less than the estimate, and shall not be the basis for any change in the contract per unit price. Additionally, estimates are minimum, but not guaranteed minimums, and the quantities can increase so long as the unit costs remain the same (or lower) and funds are appropriated in the budget.

☐ Acknowledged and Accept

(Required: Check if applicable)

2 AVERY HI-LIGHT STICK HIGHLIGHTERS, CHISEL, ASSORTED 6 PACK OR EQUAL

(Response required)

Quantity: 250 UOM: PK Unit Price: $ Total: $

Manufacturer: AVERY

Manufacturer #: 23565

Supplier Notes: ______________________________

☐ No bid

☐ Alternate specification *(Attach separate sheet)*

☐ Additional notes *(Attach separate sheet)*

3 PEN, BALL POINT, FINE POINT, BLUE, PK, OF 12, OR EQUAL
(Response required)

Quantity: 500 UOM: PK Unit Price: $ Total: $

Manufacturer: BIC

Manufacturer #: 423608

Supplier Notes:

☐ No bid
☐ Alternate specification *(Attach separate sheet)*
☐ Additional notes *(Attach separate sheet)*

4 LOW ORDER DRY-ERASE MARKERS, FINE POINT, BLACK PACK OF 4, OR EQUAL
(Response required)

Quantity: 250 UOM: PK Unit Price: $ Total: $

Manufacturer: EXPO

Manufacturer #: 268651

Supplier Notes:

☐ No bid
☐ Alternate specification *(Attach separate sheet)*
☐ Additional notes *(Attach separate sheet)*

5 CORRECTION TAPE, 3/16" x 471-3/16" FT, PACK OF 10 DISPENSERS, OR EQUAL
(Response required)

Quantity: 250 UOM: PK Unit Price: $ Total: $

Manufacturer: BIC

Manufacturer #: 826876

Supplier Notes:

☐ No bid
☐ Alternate specification *(Attach separate sheet)*
☐ Additional notes *(Attach separate sheet)*

6 STICKY-NOTES, 3" X 3", 12/PKG 100 SHEETS PER PAD, 12 PADS/PACK, YELLOW OR EQUAL
(Response required)

Quantity: 1000 UOM: PK Unit Price: $ Total: $

Manufacturer: POST-IT

Manufacturer #: 654-12YW

Supplier Notes:

☐ No bid
☐ Alternate specification *(Attach separate sheet)*
☐ Additional notes *(Attach separate sheet)*

7 FLAGS, 1/2" ASSORTED COLORS, 24 FLAGS PER PAD, PACK OF 4, OR EQUAL
(Response required)

Quantity: 500 UOM: PK Unit Price: $ Total: $

Manufacturer: POST-IT

Manufacturer #: 395991

Supplier Notes:

☐ No bid
☐ Alternate specification *(Attach separate sheet)*
☐ Additional notes *(Attach separate sheet)*

8 PAD YELLOW 8-1 /2" X 11-3 /4", LETTER RULED CANARY, 50 SHEETS/PAD, 3 PADS/PACK OR EQUAL
(Response required)

Quantity: 500 UOM: PK Unit Price: $ Total: $

Manufacturer: TOPS

Manufacturer #: 2657164

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

9 BINDERS, 8-1 /2" x 11, BLACK, 3 RING OR EQUAL
(Response required)

Quantity: 250 UOM: EA Unit Price: $ Total: $

Manufacturer: AVERY

Manufacturer #: 138750

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

10 FILE FOLDERS 1/3 CUT TAB, LETTER SIZE, MANILLA, BOX OF 100 OR EQUAL
(Response required)

Quantity: 750 UOM: BX Unit Price: $ Total: $

Manufacturer: PENDEFLEX

Manufacturer #: 752 1/3

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

11 DIVIDERS, INSERTABLE PLASTIC, MULTICOLOR, 5-TAB OR EQUAL
(Response required)

Quantity: 250 UOM: ST Unit Price: $ Total: $

Manufacturer: AVERY

Manufacturer #: 592012

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

12 ADDRESS LABELS, WHITE 1 X 2 5/8, BOX OF 3,000, 5160 OR EQUAL
(Response required)

Quantity: 300 UOM: BX Unit Price: $ Total: $

Manufacturer: AVERY

Manufacturer #: 364364

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

13 STAPLER- DESKTOP 25 SHEET CAPACITY BLACK OR EQUAL
(Response required)

Quantity: 100 UOM: EA Unit Price: $ Total: $

Manufacturer: SWINGLINE

Manufacturer #: 386309

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

14 DESKTOP TAPE DISPENSER BLACK OR EQUAL
(Response required)

Quantity: 100 UOM: EA Unit Price: $ Total: $

Manufacturer: SCOTCH

Manufacturer #: 817196

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

15 INVISIBLE CLEAR TAPE 1/2" X 27.7" YDS PACK OF 12 OR EQUAL
(Response required)

Quantity: 250 UOM: PK Unit Price: $ Total: $

Manufacturer: HIGHLAND

Manufacturer #: 6200K12

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

16 BINDER CLIPS MEDIUM, 1 1-4" WIDE, BLACK PACK OF 12 OR EQUAL
(Response required)

Quantity: 750 UOM: PK Unit Price: $ Total: $

Manufacturer: OIC

Manufacturer #: 808865

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

17 JUMBO PAPER CLIPS, SMOOTH FINISH 1 7/8, BOX OF 100 CLIPS PACK OF 10 BOXES OR EQUAL
(Response required)

Quantity: 1000 UOM: PK Unit Price: $ Total: $

Manufacturer: ACCO

Manufacturer #: 808907

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

18 MONTHLY DESK PAD CALENDAR, 17" X 21.75" OR EQUAL
(Response required)

Quantity: 100 UOM: EA Unit Price: $ Total: $

Manufacturer: AT-A-GLANCE

Manufacturer #: 24506323

Supplier Notes:

- [ ] No bid
- [ ] Alternate specification *(Attach separate sheet)*
- [ ] Additional notes *(Attach separate sheet)*

Supplier Information

Company Name: ____________________

Contact Name: ____________________

Address: ____________________

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Phone: ____________________

Fax: ____________________

Email: ____________________

Supplier Notes

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By submitting your response, you certify that you are authorized to represent and bind your company.

____________________ ____________________

Print Name *Signature*