

**VALLEY VIEW INDEPENDENT SCHOOL DISTRICT
9701 S. JACKSON RD.
PHARR, TX 78577**

This is NOT AN ORDER, it is an invitation to bid.

BID # 12-004-09- LIBRARY FURNITURE

BID RECEIVING DATE: December 14, 2009

BID OPENING DATE: December 14, 2009

TIME: 11:00a.m.

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Dear Bidders,

Valley View Independent School District invites bids from interested vendors for Classroom Furniture. Bids will be awarded for the new Ninth Grade Facility.

Bids shall be submitted on this original form only and must reach the Administration Office on or before the hour of opening on the date specified. Late bids will be returned unopened. Submittal to be as indicated below:

The District reserves the right to reject any bid and/or all bids, to make awards as they may appear to be advantageous to the district and to waive all formalities in bidding.

MAIL DELIVERY: A bid sent by mail must be addressed to:

Valley View I.S.D.
Laura Harris, Purchasing Coordinator
9701 S. Jackson Rd
Pharr, Texas 78577
Bid # 12-004-09- Library Furniture

HAND DELIVERY: A bid that is hand delivered **MUST** be taken to:

Valley View I.S.D.
Laura Harris, Purchasing Coordinator
9701 S. Jackson Rd.
Pharr, Texas 78577
Bid # 12-004-09- Library Furniture

We look forward to hearing from you.

Sincerely,

- Original Signed -

Laura Harris
Purchasing Coordinator

**VALLEY VIEW INDEPENDENT SCHOOL DISTRICT
BID # 12-004-09- LIBRARY FURNITURE**

SPECIAL TERMS & CONDITIONS

1. Valley View Independent School District requests sealed bids for the purchase of Classroom Furniture for the new Ninth Grade Facility.
2. All items purchased under these specifications are to be delivered to Valley View Independent School District, 9701 South Jackson Road, Pharr, Texas 78577. Purchase orders will be a minimum of \$50.00. Two or more purchase orders shall not be combined in one package.
3. A copy of the catalog from which prices will be obtained **must** accompany the bid response. This catalog must be received by the bid opening date in order to expedite the bid analysis. If a printed catalog is not available at bid opening, vendor **must** provide a discount for a current catalog.
4. Bids received after the 11:00 a.m. deadline will not be accepted and returned unopened.
5. The vendor represents that the supplies/components of the orders are new (not used or reconditioned), and NOT as such age or so deteriorated as to impair their usefulness or safety.
6. Payments will be made within 30 days after receipt of original invoice for each shipment completed (where merchandise has been received in good order). Invoices indicating discount for early payment will be paid accordingly.
7. Sales tax exemptions certificates will be furnished by the Business Office upon request.
8. The District reserves the right to cancel for default all or any part of the undelivered portion of this order if Seller breaches any of the terms hereof including warranties of Seller or if the Seller becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any other remedies which the District may have in law or equity.
9. A manufacturer's total satisfaction written guarantee, in accordance with the Universal Commercial Code (UCC), for the contract term, with VVISD reserving the right to have any item replaced should the original item prove unreliable or defective as expressed or implied by verbal or written specifications. The item will then, and after adequate time to remedy and as part of remedy, be replaced without charge to VVISD's satisfaction. This will be provided at no additional cost to VVISD during the term of the contract.
10. All quantities are approximate and therefore no quantities are guaranteed.
11. Prices to include delivery and turn-key installation.

**VALLEY VIEW INDEPENDENT SCHOOL DISTRICT
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BID RESPONSE FORM

Item	Quantity	Description	Price
1	3	Maco #SF-1248-I, 48"h single face starter or equal	
2	21	Maco #SF-1248-A, 48"h single face adder or equal	
3	20	Maco #DFM-2448, 48"h double face mobile or equal	
4	15	Maco #IWT-48S, 48" square wood table w/ bullnose edge or equal	
5	4	Maco #IWT-3672, 36"x73" rectangle wood table w/bullnose edge or equal	
6	4	Maco #CTSV-721, computer table starter w/locking wire management chase	
7	4	Maco #CTSV-722, computer table adder w/locking wire management chase	
8	1	Maco #WCDA-019, circ desk book return or equal	
9	1	Maco #BT-605, circ desk depressible book truck or equal	
10	1	Maco #WCDA-037, circ desk 45 degree open corner unit w/concealed wire chase or equal	
11	1	Maco #WCDA-018, circ desk single drawer/door storage w/concealed wire chase or equal	
12	1	Maco #WCDA-021-60, circ desk patron ledge computer workstation w/concealed wire chase or equal	
13	1	Maco #CDA-039-48, circ desk ADA access station or equal	
14	1	Maco #ACC-140, circ desk file drawer pedestal or equal	
15	3	Maco #CDA-156, circ desk applied end panels	
16	100	Maco #SLC-19W, 18"h sled base wood chair or equal	

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

NAME OF FIRM

ADDRESS

TELEPHONE#

**VALLEY VIEW INDEPENDENT SCHOOL DISTRICT
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NON-COLLUSION STATEMENT & SIGNATURE SHEET

The undersigned affirms that he/she is duly authorized to execute this contract, that this company, corporation, firm partnership, or individual has not prepared this bid in collusion with any other bidder and that the contents of this bid as to prices, terms, or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business, or to any person affiliated with Valley View I.S.D., prior to the official opening of this bid.

I, _____, have read the general terms and conditions.
(Print/Type Name of Company Officer)

I fully understand them and will fully execute them if I am awarded this bid.

I have represented the truth concerning the felony conviction notification.

I fully understand the bid specifications.

Company Name: _____

Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Authorized Signature: _____

Bidder (Print Name): _____

Official Position with Company: _____

**VALLEY VIEW INDEPENDENT SCHOOL DISTRICT
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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 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”.

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 Public-Held Corporation.

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 is true to the best of my knowledge.

Vendor’s Name: _____

Authorized Company Official’s Name (Printed): _____

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

Signature of Company Official: _____

B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

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: _____

**VALLEY VIEW INDEPENDENT SCHOOL DISTRICT
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Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local government entity	FORM CIQ		
<p>This questionnaire is being filed in accordance with Chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government 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.</p> <p>A person commits an offence if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor</p>	<table border="1"> <thead> <tr> <th data-bbox="1117 436 1453 478"> OFFICE USE ONLY </th> </tr> </thead> <tbody> <tr> <td data-bbox="1117 478 1453 884"> Date received </td> </tr> </tbody> </table>	OFFICE USE ONLY	Date received
OFFICE USE ONLY			
Date received			
<p>1) Name of person doing business with local governmental entity.</p>			
<p>2)</p> <p>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 September 1 of the year for which an activity described in Section 176.006 (a) Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>			
<p>3)</p> <p>Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money.</p>			
<p>4)</p> <p>Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs local government officer of the governmental entity that is the subject of this questionnaire.</p>			

**VALLEY VIEW INDEPENDENT SCHOOL DISTRICT
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Conflict of Interest Questionnaire (Continued)

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

5) Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

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

Yes No

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

Yes No

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

Yes No

D. Describe each affiliation or business relationship.

6) Describe any other affiliation or business relationship that might cause a conflict of interest.

7)

Signature of person doing business with the governmental entity

Date