



Multi-Regional Purchasing Program

To: Vendor Addressed

Re: RFB # 10-12 4M000 for Office Furniture

We are inviting you to participate in a 2010-2012 Multi-Regional Purchasing Program (MRPP) catalog discount bid. The administrative fee is only \$50. Please include your check payable to ESC-2 with your bid submission.

As the bidding administrator for the MRPP, we represent over 85 school districts and offer our members a number of contracts on a wide range of commodities and services.

The bid opening for RFB # 10-12 4M000 is scheduled January 5, 2010 at 2:00 PM CST in room 2-10, which is located at the Education Service Center, Region 2 in Corpus Christi, Texas. This bid has an estimated range of purchases from \$71,500 to \$128,500.

For us to be able to properly process your bid, please submit the following:

- 1) Contractual bid forms (filled out as applicable).
- 2) Administrative fee.

To obtain further information pertaining to our program, you may wish to view our Internet home page at <http://purchase.esc2.net>. If we can be of any further assistance, please feel free to contact us by email at purchasing@esc2.net, by phone at (800) 891-6403, or by fax at (888) 872-8360.

Sincerely,

Gerald Goodwin

A handwritten signature in black ink that reads "Gerald Goodwin".

Purchasing Agent

NOTE: THIS DOCUMENT IS INFORMATIONAL AND IS NOT REQUIRED IN SEALED BID PACKAGE.

Education Service Center, Region 2 Multi-Regional Purchasing Program

Program Bid Administrator

209 North Water Street, Room 2-10 Corpus Christi, TX 78401-2599
Phone: (800) 891-6403 Fax: (888) 872-8360

Contractual Bid Forms Checklist – Documents required in sealed bid package.

NOTE: Do not staple, fold, bind, or insert the Contractual Bid Forms.
Please type the forms or print; illegible bids will be rejected.

1. Notice of Invitation to Bid – Completed
2. Felony Conviction Disclosure Statement, Form A – Completed
3. Dealership Listings, Form B – Completed
4. Deviation/Compliance Signature Form, Form C – Completed
5. Certificate of Residency, Form D – Completed
6. Historically Underutilized Business Certification, Form E – Completed
7. Catalog Information Page(s), Form F – Completed
8. Suspension or Debarment Certificate, Form G – Completed
9. Administrative Fee – Included

NOTE: THIS FORM FOR VENDOR USE ONLY – NOT REQUIRED IN SEALED BID PACKAGE
(GENERAL TERMS AND CONDITIONS ALSO NOT REQUIRED IN SEALED BID PACKAGE)

Education Service Center, Region 2 Multi-Regional Purchasing Program NOTICE OF INVITATION TO BID

Bid Name: Office Furniture

Bid Opening Date and Time: 1/5/10 @ 2:00 PM CST

Bid Number:
10-12 4M000

Location of Bid Opening:
209 N. Water Street, Room 2-10
Corpus Christi, TX 78401

Contract Time Period: 3/1/10 - 2/29/12

The undersigned authorized representative of the bidding company indicated below hereby acknowledges:

1. That he/she is authorized to enter into contractual relationships on behalf of the bidding company indicated below, and
2. That he/she has carefully examined this Bid Notice, the accompanying Bid Forms (whether in printed or electronic form), and the General Terms and Conditions and Item Specifications associated with this Bid Invitation, and
3. That he/she proposes to supply any products or services submitted under this Bid Invitation at the prices quoted and in strict compliance with the General Terms and Conditions, and Item Specifications associated with this Bid Invitation, unless any exceptions are noted in writing with this bid response, and
4. That if any part of this bid is accepted, he/she will furnish all products or services awarded under this bid at the prices quoted and in strict compliance with the General Terms and Conditions, and Item Specifications associated with this Bid Invitation, unless any exceptions are noted in writing with this bid response, and
5. That, if successful, he/she will notify the MRPP of the total dollar amount of expenditures by its Membership under this contract no later than six weeks prior to the end of contract and that failure to do so will result in the bidding company being considered non-responsive, and
6. That any and all exceptions to the General Terms or Conditions of this bid have been noted in writing in this bid response, and that no other exceptions to the General Terms or Conditions will be claimed.

Name of Bidding Company

Date

Address

Signature of Authorized Representative

City, State, Zip

Printed Name of Authorized Representative

Telephone Number of Authorized Representative

Position or Title of Authorized Representative

Fax Number of Authorized Representative

RETURN THIS DOCUMENT IN SEALED BID PACKAGE

**Education Service Center, Region 2
Multi-Regional Purchasing Program**

FELONY CONVICTION DISCLOSURE STATEMENT

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (1), 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 has been convicted of a felony. A 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.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name

Signature of Authorized Company Official

Authorized Company Official's Name (Please Print)

- My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.
- My firm is not owned or operated by anyone who has been convicted of a felony.
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

RETURN THIS DOCUMENT IN SEALED BID PACKAGE

