



# **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

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### **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: Teaching Aids**

**Bid Opening Date and Time: 3/9/10 @ 2:00 PM CST**

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**Bid Number:**  
10-12 6E000

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

Contract Time Period: 5/1/10 - 4/30/12

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.

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Name of Bidding Company

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Date

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Address

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Signature of Authorized Representative

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City, State, Zip

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Printed Name of Authorized Representative

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Telephone Number of Authorized Representative

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Position or Title of Authorized Representative

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Fax Number of Authorized Representative

RETURN THIS DOCUMENT IN SEALED BID PACKAGE

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**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.

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Vendor's Name

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Signature of Authorized Company Official

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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:

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## DEALERSHIP LISTINGS

If your company has more than one location that will be servicing this contract, please list additional locations below.  
If additional sheets are required, please duplicate this form as necessary.

(Please type or print legibly)

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Company Name

---

Address

---

City

---

State

---

Zip

---

Phone Number

---

Fax Number

---

Contact Person

---

Company Name

---

Address

---

City

---

State

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Zip

---

Phone Number

---

Fax Number

---

Contact Person

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**Education Service Center, Region 2  
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**DEVIATION/COMPLIANCE SIGNATURE FORM**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

If the undersigned bidder intends to deviate from the General Terms and Conditions or Item Specifications listed in this bid invitation, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The Program will consider any deviations in its bid award decisions, and the Program reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the bidder assures the Program of their full compliance with the General Terms and Conditions, Item Specifications, and all other information contained in this Bid Invitation.

- No Deviations
- Yes Deviations

List any deviations your company is submitting below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

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**Education Service Center, Region 2  
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**CERTIFICATE OF RESIDENCY**

The State of Texas has passed a new law concerning non-resident bidders. This law can be found in the Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for the MRPP to determine the residency of its bidders. In part, this law reads as follows:

Section 2252.001: Subchapter (3): "Non-resident Bidder" refers to a person who is not a resident.

Subchapter (4): "Resident Bidder" refers to a person whose principal place of business is in this state, including a Bidder or Contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section 2252.002: "A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident bidder underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresidents principal place of business is located."

I certify that

\_\_\_\_\_  
Name of Bidding Company

Is, under Section 2252.001 (3) and (4), a

Please check one:

\_\_\_\_\_ Resident Bidder      \_\_\_\_\_ Non-Resident Bidder

My/our principal place of business under Section 2252.001 (3) and (4), is in the city of

\_\_\_\_\_ in the state of \_\_\_\_\_

(a) Does your "Resident State" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? \_\_\_\_\_ Yes      \_\_\_\_\_ No

(b) If yes, what is amount of the percentage? \_\_\_\_\_%

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Title /Position of Company Official

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**Form D**

**Education Service Center, Region 2  
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**HISTORICALLY UNDERUTILIZED BUSINESS  
(HUB) CERTIFICATION**

Bidding companies that have been certified by the Texas Building and Procurement Commission (TBPC) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation. The electronic catalogs will indicate HUB certifications for vendors that properly indicate and document their HUB certification on this form.

I certify that my company has been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form. **(Required documentation for recognition as a HUB).**

My company has NOT been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB).

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name (Please Print)

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**CATALOG INFORMATION PAGE**

Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may duplicate this form as necessary.

Catalog Title/URL: \_\_\_\_\_

Catalog Discount: \_\_\_\_\_ %

Catalog Title/URL: \_\_\_\_\_

Catalog Discount: \_\_\_\_\_ %

Catalog Title/URL: \_\_\_\_\_

Catalog Discount: \_\_\_\_\_ %

Catalog Title/URL: \_\_\_\_\_

Catalog Discount: \_\_\_\_\_ %

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Catalog Title/URL: \_\_\_\_\_

Catalog Discount: \_\_\_\_\_ %

Catalog Title/URL: \_\_\_\_\_

Catalog Discount: \_\_\_\_\_ %

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## SUSPENSION OR DEBARMENT CERTIFICATE

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Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Sec. 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule( \_\_\_\_.36)

**Vendor Name:** \_\_\_\_\_

**Vendor Address:** \_\_\_\_\_  
\_\_\_\_\_

**Vendor E-mail Address:** \_\_\_\_\_

**Vendor Telephone:** \_\_\_\_\_

**Authorized Company Official's Name:** \_\_\_\_\_  
(Printed)

**Signature of Company Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_

RETURN THIS DOCUMENT IN SEALED BID PACKAGE