

REGION III EDUCATION SERVICE CENTER

Regional Purchasing Cooperative

1905 Leary Lane, Victoria, Texas 77901-2899
Phone: (361) 573-0731 Fax: (361) 576-4804

Forms Checklist (This forms checklist is provided for your convenience. Please complete and return all of the attached forms):

- Bid Certification – Form A
- Additional Company Information – Form B
- Dealerships Listing – Form C
- Out of State Certification – Form D
- Historically Underutilized Business (HUB) Certification – Form E
(If HUB, attach a copy of your certificate)
- Felony Conviction Disclosure Statement – Form F
- Certification Regarding Lobbying (Federal) – Form G
(Submit Standard Form-LLL if required)
- Debarment, Suspension, Ineligibility Certification (Federal) – Form H
- Catalog Participation – Form I, I-1, I-2, I-3, I-4, I-5
- Regional Service Area Designation – Form J
- Deviations/Compliance Form – Form K
- Attachments –
 - HUB Certification Form (if applicable)
 - Disclosure Form to Report Lobbying (Form-LLL) (if applicable)

REGION III EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Bid Certification

**Bid Name: Catalog Discount Competitive
Sealed Bid**

**Bid Opening Date and Time:
May 8, 2008 @ 2:00 P.M.**

Bid Number: 05-005-08

**Location of Bid Opening:
1905 Leary Lane, Victoria**

**Minimum Contract Time Period:
September 1, 2008 Through August 31, 2009**

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

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 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

Web site address

E-mail address of Authorized Representative

REGION III EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Additional Company Information

Company Name (Please Print)

Contact Person Information:

If contact person or mailing address is different than Form A, please specify below:

Mailing Address: _____

Contact Person _____

Position or Title of Contact Person _____

Phone Number of Contact Person _____

Fax Number of Contact Person _____

ISO Certified Entity:

The cooperative and its members have the assurance that the quality of products and services received will be as expected when purchased from an organization that is registered to the appropriate ISO 9000 standard. Therefore, to assist in this endeavor to purchase quality products, the cooperative and/or its members may give preference to suppliers that are ISO (International Organization for Standardization) certified.

Is your company ISO Certified? Yes No

Certification: I certify that the information provided above is correct.

Signature of Authorized Representative

REGION III EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Dealerships Listing

If your company has more than one location that will be servicing this contract, please list each location below. If additional sheets are required, please duplicate this form as necessary or attach list with requested information.

(Please Print)

Company Name

Address

City

State

Zip

Phone Number

Fax Number

Contact Person

Company Name

Address

City

State

Zip

Phone Number

Fax Number

Contact Person

REGION III EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Out Of State Certification

As defined by Texas House Bill 602, a “nonresident bidder” means a bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

I certify that my company is a “**Resident Bidder**”:

Company Name (Please Print)

I certify that my company qualifies as a “**Nonresident Bidder**”
(NOTE: You must furnish the following information:)

Indicate the following information for your “**Resident State**”: (The state your principal place of business is located in)

Company Name (Please Print)

Address

City

State

Zip Code

A. Does your “resident state” require bidders whose principal place of business is in Texas to underbid bidders whose resident state is the same as yours by a prescribed amount or percentage to receive a comparable contract? (“Resident State” means the state in which the principal place of business is located.)

- Yes
 No

B. What is the prescribed amount or percentage? \$ _____ or _____ %

Certification: I certify that the information provided above is correct.

Signature of Authorized Representative

REGION III EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
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).**

Minority

Small Business

Woman Owned

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

Company Name (Please Print)

Signature of Authorized Representative

REGION III EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
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.

- 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:

Company Name (Please Print)

Signature of Authorized Representative

REGION III EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Certification Regarding Lobbying (Federal)

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Company Name (Please Print)

Signature of Authorized Representative

Disclosure of lobbying activities form can be found at <http://www.esc3.net/r3biz/vendors.htm>

REGION III EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Debarment, Suspension, Ineligibility Certification

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733).

(Before completing certification, read attached instructions.)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name (Please Print)

Signature of Authorized Representative

Date

Instructions For Suspension/Debarment Certification Statement

1. By signing and dating the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred or suspended by a federal agency on the date signed.
2. The prospective bidder shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. Federal and State penalties exist for vendors and districts that knowingly enter into contracts with suspended/debarred persons.

**REGION III EDUCATION SERVICE CENTER
REGIONAL PURCHASING COOPERATIVE**

Catalog Participation

Bid Categories

Please mark the following boxes that applies:

- | | |
|--|---|
| <input type="checkbox"/> Art Supplies | <input type="checkbox"/> Maintenance – Yard/Grounds |
| <input type="checkbox"/> Athletic and Physical Education | <input type="checkbox"/> Math Manipulatives |
| <input type="checkbox"/> Audio Visual Equipment & Supplies | <input type="checkbox"/> Nurses Supplies |
| <input type="checkbox"/> Band/Musical Instruments and Supplies | <input type="checkbox"/> Office Equipment & Supplies |
| <input type="checkbox"/> Batteries | <input type="checkbox"/> Office Furniture |
| <input type="checkbox"/> Classroom Furniture | <input type="checkbox"/> Science Equipment & Supplies |
| <input type="checkbox"/> Instructional Supplies & Materials | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Library Books | <input type="checkbox"/> Uniforms/Screenprinting |
| <input type="checkbox"/> Maintenance – Building/Janitorial | |
| <input type="checkbox"/> Maintenance – Vehicle | |

The VENDOR must submit one (1) Catalog per bid or specify reason for no catalog on Deviation/Compliance Form.

**REGION III EDUCATION SERVICE CENTER
REGIONAL PURCHASING COOPERATIVE
Catalog Bid
School Year 2008 – 2009**

For All Catalog Bid Categories Selected on the Previous page

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

OR Specific Bid categories as follows:

Category A: Art Supplies

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category B: Athletic and Physical Education

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category C: Audio Visual Equipment & Supplies

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

**REGION III EDUCATION SERVICE CENTER
REGIONAL PURCHASING COOPERATIVE
Catalog Bid
School Year 2008 – 2009**

Category D: Band/Musical Instruments and Supplies

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category E: Batteries

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category F: Classroom Furniture

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category G: Instructional Supplies & Materials

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category H: Library Books

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

**REGION III EDUCATION SERVICE CENTER
REGIONAL PURCHASING COOPERATIVE
Catalog Bid
School Year 2008 – 2009**

Category I: Maintenance – Building/Janitorial

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category J: Maintenance - Vehicle

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category K: Maintenance – Yard/Grounds

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category L: Math Manipulatives

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

**REGION III EDUCATION SERVICE CENTER
REGIONAL PURCHASING COOPERATIVE
Catalog Bid
School Year 2008 – 2009**

Category M: Nurses Supplies

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category N: Office Equipment & Supplies

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category O: Office Furniture

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category P: Science Equipment & Supplies

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

**REGION III EDUCATION SERVICE CENTER
REGIONAL PURCHASING COOPERATIVE
Catalog Bid
School Year 2008 – 2009**

Category Q: Special Education

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

Category R: Uniforms/Screenprinting

Catalog Title: _____

Catalog Date: _____

Catalog Discount: _____

REGIONAL PURCHASING COOPERATIVE
REGIONAL SERVICE DESIGNATION

Current Participating Members:

- | | |
|--|-------------------------------------|
| 1. Austwell-Tivoli ISD, Tivoli, TX | 28. Region III ESC, Victoria, TX |
| 2. Bay City ISD, Bay City, TX | 29. Rice Cons. ISD, Altair, TX |
| 3. Bloomington ISD, Bloomington, TX | 30. Runge ISD, Runge, TX |
| 4. Boling ISD, Boling, TX | 31. Shiner ISD, Shiner, TX |
| 5. Calhoun County ISD, Port Lavaca, TX | 32. Sweet Home ISD, Sweet Home, TX |
| 6. Columbus ISD, Columbus, TX | 33. Tidehaven ISD, El Maton, TX |
| 7. East Bernard ISD, East Bernard, TX | 34. Van Vleck ISD, Van Vleck, TX |
| 8. Edna ISD, Edna, TX | 35. Vysehrad ISD, Hallettsville, TX |
| 9. El Campo ISD, El Campo, TX | 36. Weimar ISD, Weimar, TX |
| 10. EODC of AKW, Kenedy, TX | 37. Westhoff ISD, Westhoff, TX |
| 11. Ezzell ISD, Hallettsville, TX | 38. Wharton ISD, Wharton, TX |
| 12. Falls City ISD, Falls City, TX | 39. Woodsboro ISD, Woodsboro, TX |
| 13. Ganado ISD, Ganado, TX | 40. Yoakum ISD, Yoakum, TX |
| 14. Goliad ISD, Goliad, TX | 41. Yorktown ISD, Yorktown, TX |
| 15. Hallettsville ISD, Hallettsville, TX | |
| 16. Industrial ISD, Vanderbilt, TX | |
| 17. Karnes City ISD, Karnes City, TX | |
| 18. Kenedy ISD, Kenedy, TX | |
| 19. Louise ISD, Louise, TX | |
| 20. Matagorda ISD, Matagorda, TX | |
| 21. Meyersville ISD, Meyersville, TX | |
| 22. Moulton ISD, Moulton, TX | |
| 23. Nordheim ISD, Nordheim, TX | |
| 24. Nursery ISD, Nursery, TX | |
| 25. Outreach Word Academy, Victoria, TX | |
| 26. Palacios ISD, Palacios, TX | |
| 27. Refugio ISD, Refugio, TX | |

Other Potential Members:

1. Cuero ISD, Cuero, TX
2. Victoria ISD, Victoria, TX
3. Other Governmental entities in our area

The Regional Purchasing Cooperative will assume that you will service cooperative members as listed (current and potential) unless you designate otherwise.

REMINDER: You can cite exceptions to the terms and conditions on your Deviation/Compliance Signature Form to control additional freight to members.

Please sign below to indicate that you understand your service commitments during the term of this contract.

Company Name

Signature of Authorized Representative

REGION III EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Deviations/Compliance Form

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 Cooperative will consider any deviations in its bid award decisions, and the Cooperative 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 Cooperative of their full compliance with the General Terms and Conditions, Item Specifications, and all other information contained in this Bid Invitation.

- No Deviations
- Deviations as listed

List any deviations your company is submitting below:

Company Name (Please Print)

Signature of Authorized Representative