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

- Bid Certification – Form A *Signature Required
- 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
- Conflict of Interest and Certificate of Interested Parties-Form I (if Applicable)
- Boycott Israel/Terrorist Organization Form – Form J
- Specific Terms and Conditions – Form K
- Regional Service Area Designation – Form L
- Deviations/Compliance Form – Form M
- Attachments –
  HUB Certification Form (if applicable)
  Disclosure Form to Report Lobbying (Form-LLL) (if applicable)
REGION 3 EDUCATION SERVICE CENTER  
Regional Purchasing Cooperative  
Bid Certification *Signature Required to be Considered for Award

Bid Name: Library and Instructional Books  
Bid Number: RFP 04-252-19  
Location of Bid Opening: 1905 Leary Ln, Victoria, TX 77901  
Bid Opening & Deadline Date and Time: April 25, 2019 @ 2:00 P.M. CST  
Minimum Contract Time Period: August 01, 2019 through July 31, 2020

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 ______________________________

Form – A
RETURN THIS DOCUMENT IN SEALED BID PACKET
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 ____________________________________________
Email address 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

Form – B
RETURN THIS DOCUMENT IN SEALED BID PACKET
REGION 3 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                Email Address

_____________________________________________________________________________________
Contact Person

_____________________________________________________________________________________
Company Name

_____________________________________________________________________________________
Address

_____________________________________________________________________________________
City                      State                      Zip

_____________________________________________________________________________________
Phone Number                Fax Number                Email Address

_____________________________________________________________________________________
Contact Person

Form – C
RETURN THIS DOCUMENT IN SEALED BID PACKET
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

Form – D
RETURN THIS DOCUMENT IN SEALED BID PACKET
REGION 3 EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
(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

Form – E
RETURN THIS DOCUMENT IN SEALED BID PACKET
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

Form – F
RETURN THIS DOCUMENT IN SEALED BID PACKET
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:

https://www.gsa.gov/forms-library/disclosure-lobbying-activities

Form – G
RETURN THIS DOCUMENT IN SEALED BID PACKET
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 3 EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Conflict of Interest and Certificate of Interested Parties

These forms are to be filled out by the vendor and submit to the school district or Region 3 ESC where applicable. Please forward this form on to appropriate records administrator.

Notice to Vendors: Conflict of Interest Questionnaire Required by Chapter 176 of the Texas Local Government Code

Effective January 1, 2006, any person or entity who contracts or seeks to contract with Region 3 Education Service Center or a Purchasing Coop Member for the sale or purchase of property, goods, or services (as well as agents of such persons) (hereafter referred to as Vendors) are required to comply with applicable conflict of interest disclosure requirements.

If applicable, the Conflict Of Interest Questionnaire must be filed:

- No later than the seventh business day after the date the Vendor begins contract discussions or negotiations with the government entity, or submits to the entity an application, response to a request for proposal or bid, correspondence, or other writing related to a potential agreement with the entity.

Additional information and the Conflict of Interest Questionnaire may be downloaded from the Texas Ethics Commission.

Certificate of Interested Parties (HB 1295):

For contracts entered into on or after January 1, 2016, Texas Government Code Chapter §2252.908 (H.B. 1295) provides that a Texas governmental entity or state agency may not enter into a contract that either (1) requires an action or vote by the governing body of the entity or agency or (2) has a value of at least $1 million, unless the business entity submits a disclosure of interested parties to the governmental entity or state agency. The Texas Ethics Commission (Commission) has adopted a certificate of interested parties form (Form 1295) and adopted rules requiring the business entity to file Form 1295 electronically with the Commission. Information from the Commission regarding the requirements, including rules and filing information, are available on the Commission’s website at the following links:

https://www.ethics.state.tx.us/tec/1295-Info.htm
https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The Regional Purchasing Cooperative (RPC) is not a business entity under this law (see 1 Tex. Admin. Code 46.3(b)). However, RPC vendors may be business entities and may, for certain purchases and contracts from RPC members, be required to file disclosures under Texas Government Code Chapter 2252. It is the responsibility of vendors to determine the applicability of, and comply with, all disclosure laws including Chapter 2252. Disclosure will not be handled by Region 3 ESC administration on behalf of RPC member.

Form – I
RETURN THIS DOCUMENT IN SEALED BID PACKET
REGION 3 EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Boycott Israel/Terrorist Organization Form

Texas Government Code 2270 Verification Form

House Bill 89 (85R Legislative Session), which adds Chapter 2270 to the Texas Government Code, provides that a governmental entity may not enter into a contract with a company without verification the contracting vendor does not and will not boycott Israel during the term of the contract.

Furthermore, Senate Bill 252 (85R Legislative Session), which amends Chapter 2252 of the Texas Government Code to add Subchapter F, prohibits contracting with a company engaged in business with Iran, Sudan or a foreign terrorist organization identified on a list prepared by the Texas Comptroller.

I,______________________________________________as an authorized representative of
______________________________________________, a contractor engaged by

Region 3 Education Service Center/Purchasing Cooperative of America (PCA), 1905 Leary Lane, Victoria, TX 77901, verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future.

Also, our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations found at https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf

I further affirm that if our company’s position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company’s failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.

__________________________________________
Signature of Named Authorized Company Representative

__________________________________________
Date

Form – J
RETURN THIS DOCUMENT IN SEALED BID PACKET
Instructions to Bidders:

It is the intent of Region 3 Education Service Center Purchasing Cooperative to award this bid to multiple vendors, based upon the evaluation of all proposals received. One method to seek bids and proposals for goods and services is for the cooperative to issue a “discount from catalog or price list” bid in order to establish an approved list of vendors from which the cooperative members can purchase from on an as needed basis. A “Primary Awarded Vendor” and “Secondary Awarded Vendor” list will be established based on evaluation of vendor response. Vendor response must include at minimum, one line item price in the following table to be considered for the “primary” approved vendor list. This will give the cooperative member flexibility to contact the vendors who have the best value for a particular item. Multiple vendors may be chosen based upon the evaluation of all proposals received.

Submission and Discounts for Supplies:

Pricing Submission (Attach Price List or Catalog):

__________________________________________________________________________

(Example: price list, catalog, flyer, brochure, web site, “shelf pricing”, “all products & services”, or “individual price quotes”. This is used as a reference point for the discounts and products you are offering in your bid for the duration of the awarded period. If your company has a catalog, flyer, brochure or other handout please include it as part of your bid.)

Discount offered:

__________________________________________________________________________

(Discounts offered must remain the same throughout the award period. If a discount has variables [per quantity, volume purchase, manufacturer, brand, etc.], you must indicate the discount minimum/maximum range and how it will vary. [0-30% based on quantity; 5-75% per manufacturer; 0% - pricing already reflects discount; shelf pricing at time of purchase; etc.)
### Pricing Proposal Form:

<table>
<thead>
<tr>
<th>Item/Category</th>
<th>Catalog Description</th>
<th>Discount Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Non-Fiction</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Biographies</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Fiction</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Chapter Books</td>
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<tr>
<td>e.</td>
<td>Reference Books</td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td>Textbook Workbooks</td>
<td></td>
</tr>
<tr>
<td>g.</td>
<td>Periodicals</td>
<td></td>
</tr>
<tr>
<td>h.</td>
<td>Electronic Books &amp; Magazines</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>GED &amp; Adult Education</td>
<td></td>
</tr>
<tr>
<td>j.</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Company Qualifications and Experience:

Provide a brief history of the company including number of years in business providing materials and supplies specified.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Form – K

RETURN THIS DOCUMENT IN SEALED BID PACKET
Evaluation Factors:
The evaluations committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

Point of Contact:
ESC Purchasing Agent:
Deanna Wigzell
dwigzell@esc3.net
361-573-0731 ext 256
REGION 3 EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Regional Service Area Designation

Current Participating Members:

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

REMINDEER: 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

Form – L
RETURN THIS DOCUMENT IN SEALED BID PACKET
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

Form – M
RETURN THIS DOCUMENT IN SEALED BID PACKET