



HOW TO DO BUSINESS WITH DUNCANVILLE ISD

Duncanville ISD Purchasing Department
307 Crankshaft Dr., Duncanville, Texas 75116 * 972-708-2272 * Fax 972-708-2279

Prospective Vendor:

Duncanville ISD, as well as all other school districts in the State of Texas, is governed by the state competitive bid law; therefore, the majority of our purchasing is done via competitive sealed bids, proposals or with co-operatives.

The purpose and intent of this competitive process is to help public schools obtain the best products at the lowest practical prices in the best interest of the taxpayers by stimulating competition. The Duncanville ISD is committed to fair and equal competition among all vendors and does not allow favoritism to be shown to any vendor.

Vendor approval status is based on the awarding of bids and proposals per the purchasing guidelines or through confirmation of an awarded contract by a co-operative.

Unless specifically requested, the District does not send bid packets via U.S. Mail. Vendors are informed either by a one-page fax notification, an e-mailed bid packet, or both. In addition, all Bid or Proposal specification documents are posted on the Duncanville ISD website at www.duncanvilleisd.org. The District also advertises bids and proposals in the Commercial Recorder.

In order that you will receive proper notification, it is very important that you make Duncanville ISD's Purchasing Department aware of any changes in your contact information. The request for such changes must be in writing and may be sent either via U.S. to the above address, via fax to 972-708-2272, or via e-mail to jkaronka@duncanvilleisd.org. Changes may also be made by resubmitting a Vendor's Application.

Thank you for your interest in Duncanville ISD. We look forward to working with you and your company in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christi Courson', written in a cursive style.

Christi Courson,
Director of Purchasing and Warehouse Services



DUNCANVILLE ISD VENDOR APPLICATION

Duncanville ISD Purchasing Department
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GENERAL INFORMATION

Date: _____

Contact Name: _____ Website: _____

Contact Title: _____ Can purchase orders be emailed? _____

Number of years in business: _____ If so, email address: _____

Co-operatives currently have awarded bids with: _____

Goods and Services Provided: _____

Signature of Authorized Person

Print Name and Title

ORDER FROM INFORMATION:

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Toll Free Number: _____ Fax: _____

REMIT TO INFORMATION:

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Toll Free Number: _____ Fax: _____

