

**SANTA FE INDEPENDENT SCHOOL DISTRICT**

P.O. BOX 370  
SANTA FE, TEXAS 77510-0370

PHONE: (409) 925-3526  
FAX: (409) 925-4002  
www.sfisd.org

The Santa Fe Independent School District (Santa Fe ISD) is soliciting proposals from qualified vendors to provide Promotional Items, Screen Printing, Embroidery, and Related Services as identified herein.

Proposals must be addressed to the Purchasing Department at the address listed below and marked as follows:

**RFP# 19005-Promotional Items, Screen Printing, Embroidery, and Related Services**  
**Proposals accepted on a continual basis until 2:00 pm, June 30, 2025**

Santa Fe ISD  
Purchasing Department  
PO Box 370  
Santa Fe, TX 77510  
or  
Emailed: amy.presley@sfisd.org

**THIS IS A MULTIPLE AWARD BID AND ALL APPROVED PROPOSALS RECEIVED BEFORE 2:00 PM, June 30, 2025 WILL BE AWARDED.**

Santa Fe ISD is offering a multiple award bid for Promotional Items, Screen Printing, Embroidery, and Related Services. Texas Education Agency, Financial Accountability System Resource Guide section 3 Purchasing, 3.2.3.2 Competitive Sealed Proposals / Request for Proposals states that school districts may open the proposal upon receipt and begin the negotiation for the offered goods/services. Proposal responses will be accepted on a continual basis until 2:00 pm, June 30, 2025.

Advertisement Dates: October 13, 2019 October 20, 2019

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Amy Presley, Purchasing Specialist  
Email: amy.presley@sfisd.org  
Phone: 409/925-9026

\_\_\_\_\_  
September 30 2019  
Date

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## 1.0 SCOPE

Santa Fe ISD intends to award multiple contracts to various local vendors for Promotional Items, Screen Printing, Embroidery, and Related Services. Based on previous expenditures, Santa Fe ISD anticipates purchases to be in excess of \$50,000 in a one-year aggregate.

Campuses and/or individual clubs, groups, organizations or departments within the district will determine which Promotional Items, Screen Printing, Embroidery, and Related Services they wish to purchase based on the following, but not limited to the benefit to the district and/or organization; price; availability; or location. Campuses and/or departments will be allowed to select a vendor from the contract list. An award of contract does not guarantee the proposer that the District shall issue any purchase order for the proposers good or services, or guarantee any volume, use, numbers, or sales.

## 2.0 SPECIFICATIONS

The agreement for Promotional Items, Screen Printing, Embroidery, and Related Services is offered to interested vendors. Santa Fe ISD reserves the right to add vendors at any time during the year on an "as needed" basis. This will not have an effect on the contract with existing vendors. Texas Education Agency, Financial Accountability System Resource Guide section 3 Purchasing, 3.2.3.2 Competitive Sealed Proposals / Request for Proposals states that school districts may open the proposal upon receipt and begin the negotiation for the offered goods/services.

## 3.0 TERMS

Contracts for orders shall be put into effect by means of purchase order(s) executed by the Santa Fe ISD's purchasing department. If the awarded vendor(s) does not accept a purchase order, a District Procurement Card may be used to procure the goods. Vendor must provide a detailed receipt of item(s) being purchased. Santa Fe ISD, by law, is exempt from most taxes. Proposer is encouraged to allow for an automated tax exemption, not requiring campuses/departments to request exemption. A current Santa Fe ISD Tax Exemption Certificate is attached as Exhibit A. Agreements created by this solicitation will be in effect December 16, 2019 through 8:00 pm, June 30, 2025. In the event this proposal expires before another contract is awarded, the vendor(s) shall extend the contract on a month-to-month basis by mutual agreement.

## 4.0 TERMINATION OF CONTRACT

This contract shall remain in effect until expiration. Delivery and acceptance of products and/or performance of services is subject to the following conditions:

- Santa Fe ISD reserves the right to review the performance of vendor at all times and;
- Santa Fe ISD will have the right to cancel any contract entered into under the terms and conditions of this bid for any reason at any time on thirty (30) days written notice. Vendor shall have the right to cancel the contract subject to Santa Fe ISD approval at any time on (30) day s written notice and justification. The successful bidder must state therein the reasons for such



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**9.0 QUESTIONS/REQUESTS FOR CLARIFICATION**

Vendors who have questions regarding any part of this solicitation or who are seeking clarification to the term, conditions and/or expectations of the Santa Fe ISD should send their questions **in writing** to the following:

Santa Fe ISD  
Purchasing Specialist  
PO Box 370  
Santa Fe, TX 77510  
Email: amy.presley@sfisd.org Fax: 409/925-9026

Vendors should include the number and title of this solicitation on any questions sent. In order to allow time to answer all questions, vendors are asked to submit any questions/requests for clarification within the first week of release of this solicitation. The District will make every effort to respond to questions in a timely manner but cannot guarantee an answer will be provided prior to the closing date and time if questions are submitted after the first week. Answers to questions may be posted on the district's website as an addendum to this solicitation if it is deemed to be helpful to all prospective vendors

**10.0 THE FOLLOWING FORMS MUST BE COMPLETED AND SIGNED WHERE APPLICABLE, FOR CONTRACT CONSIDERATION. FAILURE TO COMPLETE THE FORMS IN THEIR ENTIRETY, MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.**

- **Vendor Response Form (1 Page)**
- **Form W-9 (1 Page)**
- **Form CIQ (Conflict of Interest Questionnaire) (1 Page)**
- **Vendor Certifications (6 Pages)**
- **HB 1295 Vendor Information(electronic & hard copy) (1 Page)**
- **ACH Vendor Form (1 Page)**
- **Certificate of Liability Insurance**