



Crowley ISD Bid Process - Submission & Requirements

Steps vendors must take to submit a bid response for evaluation and possible award are below:

1. The vendor will need to register for a supplier profile and select the qualifying commodity name(s) that your company qualifies for
2. Vendor will then need to submit to a qualifying advertised bid prior to the closing date and time via lonwave. Your bid response must be in "submitted" status prior to the bid closing date and time in order for your company's response to be evaluated for possible award.

Please Note: This registration does not make you an approved vendor. Your registration only gives us information to email you when a new bid is open for your goods, services, etc. So, vendors must complete both steps as stated if you intend on a bid response from your company to be evaluated for possible award.

Vendor/Supplier Registration

We request that all prospective vendors register on our e-bid site so that they may be notified of upcoming bids and may submit bids in their respective commodities. When a need occurs for your product and or service; your company will automatically receive an lonwave bid notification e-mail advising that a bid is now available in your area of interest. The Crowley Independent School District encourages participation by all vendors and does not discriminate against any vendor because of race, color, national origin, age, religion, gender or handicapping condition.

Vendor/Supplier Responsibility

It will be the sole responsibility of each vendor/supplier to maintain, and keep current, their company's information on our e-bidding website. In the event of a contact person name change, address, phone, etc., it will be necessary for the vendor/supplier to edit their company information on the e-bid site. It is understood that all bid notifications will be sent to the e-mail address supplied by the vendor; therefore, in the event of an e-mail address change or ISP change, it is imperative that the vendor information be kept current. Otherwise, bid notifications will never be received by vendor and the opportunity for bid submittal will be lost.

Tax Exemption

The Crowley Independent School District is tax exempt on the basis that it is a governmental entity -- school district. A tax exemption certificate can be sent upon request.

Bid Process

How to Submit Official Competitive Bids

Each invitation to bid will be posted on our e-bidding site and vendors/suppliers can submit their bids online by completing a series of screens. All invitations to bid that are posted on our e-bidding site, contain the following:

1. Date, time and place bid is to be opened. It is absolutely mandatory that all bids be delivered in accordance with those instructions. Bids that are received late are not accepted.
2. General requirements and conditions.
3. Detailed specifications. Many times, brand names and model numbers are utilized in the bid specifications as a way of communicating minimal requirements of the district. This in no way prevents a company from bidding alternates, if specified in bid specs; however, all deviations must be stated in the bid document or the bidder will be required to supply the item completely as specified. All alternates must meet or exceed the specifications in order to be considered.
4. Pre-bid meetings. For many bids, pre-bid meetings are a part of the process. This information is included in the bid spec. These meetings are an opportunity for bidders and Crowley ISD staff to meet, discuss the bid specifications and ask all questions that are necessary to enable the bidders to prepare their bid response.

All questions pertaining to bid specs that are not asked during a pre-bid meeting, must be presented in writing to the Purchasing Department to ensure that proper information is included in your bid response and also to ensure that all vendors receive the same information. Purchasing is not responsible for information that is provided by other departments.

Bid Advertisements

By state law, notice of the time, when and place where bids will be opened are published in a newspaper in accordance with state bid law requirements. Crowley ISD has chosen Star-Telegram as their primary newspaper publication. Any company or individual, who sees our advertisements and is interested in reviewing the bid specs for possible bid submittal, may log into our e-bidding site to review the same.

Bid Evaluation

It is the intent of the school district and the Crowley ISD Purchasing Department to obtain the best quality materials at the lowest prices possible. Per Section 44.039 (g) of the Education Code, "In determining best value for the District, the District is not restricted to considering price alone, but may consider any other factor stated in the selection criteria."

Bid Award Notification

The Crowley ISD Purchasing Department will issue all official bid award notifications. Award notifications from any other department or staff member of the district may be incorrect information.

Purchase Order Terms and Conditions

Crowley ISD reserves the right to cancel all or any part of an order if not shipped as requested or as instructed. All materials and services shall be subject to the District's approval. Unsatisfactory materials will be returned at seller's expense. No substitution will be accepted without purchasing department approval. No charge will be allowed for packing, crating, palletizing or boxing.

1. No change(s) shall be made to this order without written authorization of the purchasing department.
2. Materials must be properly packaged and marked with the purchase order number. Damaged materials will not be accepted.
3. Inspection of delivery will be made at the delivery point unless otherwise specified.
4. A Crowley ISD Purchase Order must be required by vendor before order fulfillment takes place. Purchase Order Number must be clearly identified upon each invoice. Invoices that do not indicate our PO number will be returned to the vendor and may delay payment.
5. Submit all invoices for payment in a timely fashion to CISD Accounts Payable Department. Invoices for partial deliveries must be so indicated.
6. Crowley ISD is exempt from sales tax. Invoices shall not include sales tax.
7. All prices must be F.O.B. delivery point. Where specific purchase is negotiated F.O.B. shipping point, the vendor is to prepay shipping charges and add to invoice.
8. All containers or reels are to remain property of Crowley ISD unless otherwise indicated.
9. The purchasing department may grant additional time for delivery when Crowley ISD is at fault or is satisfied the delay is beyond the control of the vendor. Such grant must be in writing and made part of the order.
10. Rejected material will be returned to the vendor at the vendor's risk and expense.
11. Quantities specified in the order are not to be exceeded. Any overages or duplicate orders will be returned to vendor at vendor's risk and expense.
12. Goods delivered shall comply with Federal, State and local laws relative thereto. The vendor shall defend actions or claims brought and save harmless the District from loss, cost or damage by reason of actual or alleged patent infringement and/or copyright infringement.
13. **Effective 1/1/2006; Chapter 176 of the Texas Local Government Code requires that any potential vendor or person considering doing business with Crowley ISD disclose the vendor or person's affiliation or business relationship that might cause a conflict of interest with the District by filing the questionnaire form CIQ. By law, the questionnaire must be filed not later than the 7th business day after the date the person becomes aware of the facts that require the statement to be filed. Acceptance of the PO represents compliance with the requirements of Chapter 176.**
14. In case of default of the contractor, the District may procure the articles or services from other sources and charge the contractor as liquidated damages any excess cost or damages occasioned thereby.
15. Vendor shall not see, assign, transfer or convey this order, in whole or in part, without the prior written consent of the District.
16. Terms: Net thirty (30) days unless otherwise agreed upon by seller and the purchasing department. SUA (Single Use Account) vendors are net ten (10) days. Crowley ISD does not pay late fees or interest.

Insurance

Bonding and Insurance Requirements for Contracted Services

All vendors submitting proposals for contracted service work shall comply with the following requirements. Vendors submitting proposals which do not comply with these requirements shall not be considered.

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000/\$100,000/\$500,000

Comprehensive General Liability:

Bodily Injury	\$500,000 each occurrence/\$1,000,000 aggregate
Property Damage	\$500,000 each occurrence/\$1,000,000 aggregate (Must include Product's Liability coverage)

Comprehensive Automobile Liability:

Bodily Injury	\$300,000 each person/\$500,000 each occurrence
Property Damage	\$300,000 each occurrence

Bonding Requirements if Construction is Involved

Bids shall be accompanied by a cashier's check or certified check upon a state bank in the amount not less than five per cent (5%) of the total maximum bid price payable without recourse to the Crowley ISD or a bid bond in the same amount from a reliable surety company licensed to do business in the State of Texas as a guarantee that the bidder will enter into a contract and execute a payment and performance bond on any or all projects \$25,000 or above within fifteen (15) days after notice of award of the contract.