





Invitation for Bid 3-NCOOD-1224 Non-Food Items
Bid Posting Monday, August 26, 2024
Bid Due Date Wednesday, September 25, 2024 @ 2:00 PM CST
Contact: approvenet@ideapublicschools.org

g **FB will be awarded regionally. Possible multiple vendors shall be awarded depending on regional availability and pricing. If the vendor can only service 1 or specific regions, please ensure to select regions in Attachment 'M'.**

4 SCHEDULE OF EVENTS

Date Solicitation Opens:	Monday, August 26, 2024
Pre-Bid Meeting Date 2	; e ° (s



Invitation for Bid 3-NCODIA-1224 Non-Food Items
Bid Posting Monday, August 26, 2024
Bid Due Date Wednesday, September 25, 2024 @ 2:00 PM CST
Contact: aprouvenet@ideapublicschools.org

- f All bids will be screened for inclusion of all required information prior to release to the evaluation team. IDEA staff may exclude from further consideration for contract award any non-responsive bid or portion of a bid.**

6 SCOPE OF WORK/REQUESTED PRODUCT(S)

IDEA expectations with respect to the performance by each vendor in connection with the purchases are set out in the "Contract Documents" which consist of the Invitation for Bids ("IFB"), Instructions to Vendors, Standard Terms and Conditions, and Bid Sheet. Vendors who fail to examine the Contract Documents do so at their own risk.

- A. The bid item list and specifications that follow are specific requirements. Any deviation or comparable product must be properly identified and be accepted by IDEA Public Schools through individual submittals of Attachment "K" included in this IFB packet, one for each deviation. Any deviation to specifications must be listed and clearly defined.**
- B. Description of items and price will be captured and listed on Attachment "L". For this reason, vendors are discouraged from describing any deviations simply as "equal" or "exceeds" the defined requirements. Instead, vendors are strongly encouraged to explain all deviations in the template provided. Failure to do so may result in the rejection of the bid and/or product for non-compliance.**
- C. Warranty for non-food items and components shall be compliant with standard manufacturer warranties and any additional warranties established by dealers/supplier (vendor).**
- D. IDEA intends to obtain Non-Food Items for all locations listed in this IFB. The actual locations of bid items may vary according to the needs and funding. Vendor will be responsible for delivery to the locations listed in Attachment "M".**
- E. Non-Food Items warranty shall be compliant with standard manufacturer warranties and any additional warranties established by dealers/supplier (vendor).**
- F. Vendor is responsible for the Non-Food Items purchased from transport through delivery.**
- G. Vendor must be able to deliver items 3x per week to each campus.**

7 WHO IS ELIGIBLE TO RESPOND

Respondents who are eligible to meet the technical specifications for quality and other terms of this bid package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies and are recognized by the Texas Comptroller of Public Accounts as having an "Active" right to transact business in Texas are invited to respond. A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a bid, represents to IDEA that it meets the following requirements:

- a. Possesses or can obtain adequate financial resources as required to perform under this IFB.**
- b. Respondent shall comply with the requirements proposed in this IFB.**
- c. Have a satisfactory record of integrity and ethics.**
- d. Respondent shall have good standing with all applicable national or state associations.**

8 RESPONSIVE/RESPONSIBLE RESPONDENT IS



Initiation for Bid 3-





Invitation for Bid 3-NCOODI-1224Ncr-FoodItems
Bid Posting Monday, August 26 2024
Bid Due Date Wednesday, September 25 2024 @ 200PM CST
Contact: procurement@ideapublicschools.org

Janet Fuentes, CNP Assistant Director of Procurement

Damas

5

Procu 6

° ssr,

trp



Initiation for Bid



Invitation for Bid 3-NCOODI-1224 Nor-Food Items
Bid Posting Monday, August 26 2024
Bid Due Date Wednesday, September 25 2024 @ 200PM CST
Contact: aprounen@ideapublicschools.org

ATTACHMENT "A"

CERTIFICATION OF RESPONDENT

I, the undersigned, submit this bid and have read the specifications, terms and conditions, which are a part of this solicitation. My signature also certifies that I am authorized to submit this bid. Sign as a representative for the firm and carry out services solicited in this solicitation.

Signature of Authorized Agent:

Printed Name and Title of Agent:

Name of Firm:

Address:

Telephone Number:

FAX Number:

Contact Person:

Email Address (if applicable):

Web Site Address (if applicable):



Initiation for Bid 3-NCODD-1224 Nor-Food Items
Bid Posting Monday, August 26 2024
Bid Due Date Wednesday, September 25 2024 @ 200M CST
Contact: aprouvenet@ideapublicschools.org

ATTACHMENT "B"

CERTIFICATION REGARDING CLEAN AIR AND THE FEDERAL WATER POLLUTION CONTROL ACT

This certification is required by the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subparts of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

The undersigned contractor certifies that it will comply with the clean air and federal water pollution control act

The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 7401 et seq

The contractor agrees to report each violation to the United States Department of Agriculture and understands and agrees that the United States Department of Agriculture will, in turn, report each violation as required to assure notification to the Environmental Protection Agency (EPA).

The contractor agrees to include these requirements in each subcontract exceeding \$1,500,000 financed in whole or in part by the United States Department of Agriculture

The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq

The contractor agrees to report each violation to the United States Department of Agriculture and understands and agrees that the United States Department of Agriculture will, in turn, report each violation as required to assure notification to the Environmental Protection Agency Environmental Protection Agency

The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with funds from the United States Department of Agriculture

Name of Contractor

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative



Invitation for Bid 3-NFOODIA-1224Ncr-FoodItems
Bid Posting Monday, August 26 2024
Bid Due Date Wednesday, September 25 2024 @ 200M CST
Contact: opprocurement@ideapublicschools.org

The contractor or subcontractor shall insert in any subcontracts the clauses set forth in previous paragraphs of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in previous paragraphs of this section

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative



Initiation for Bid



Initiation for Bid



Invitation for Bid 3-NCODD-1224 Nor-Food Items
Bid Posting Monday, August 26, 2024
Bid Due Date Wednesday, September 25, 2024 @ 2:00 PM CST
Contact: procurement@ideapublicschools.org

ATTACHMENT "H"

FELONY CONVICTION DISCLOSURE STATEMENT

Instruction to respondent: This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. Failure to complete this form pursuant to this and other instructions shall disqualify the bid.

Pursuant to Texas Education Code Section 44.034, Notification of Criminal History of Contractor; "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 of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Additionally, in accordance with this state law "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 [...] or misrepresented the conduct resulting in the conviction." In this event, "The district must compensate the person or business entity for services performed before the termination of the contract." Section 44.034 "does not apply to a publicly held corporation"

I, the undersigned agent for _____ ("Respondent"), 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.

- Respondent is a publicly held corporation, therefore, this reporting requirement is not applicable.
- Respondent is not owned or operated by anyone who has been convicted of a felony.
- Respondent is owned or operated by the following individual(s) who has/have been convicted of a felony, as disclosed below:

Name of Individual(s): _____

General description of the conduct resulting in the conviction of a felony:

Name of Individual: _____

General description of the conduct resulting in the conviction of a felony:

Signature of Authorized Representative

Date Signed



Invitation for Bid 3-NFOODS-1224 Nor-FoodItems
Bid Posting Monday, August 26 2024
Bid Due Date Wednesday, September 25 2024 @ 200PM CST
Contact: oppo@idea.org

GMN/H



Invitation for Bid 3-NCODE-1224 Nor-Food Items



Invitation for Bid 3-NCODD-1224 Nor-Food Items
Bid Posting Monday, August 26 2024
Bid Due Date Wednesday, September 25 2024 @ 200PM CST
Contact: procurement@ideapublicschools.org

ATTACHMENT 'F'

CERTIFICATION REGARDING LOBBYING

PROCUREMENT

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 certifications 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:

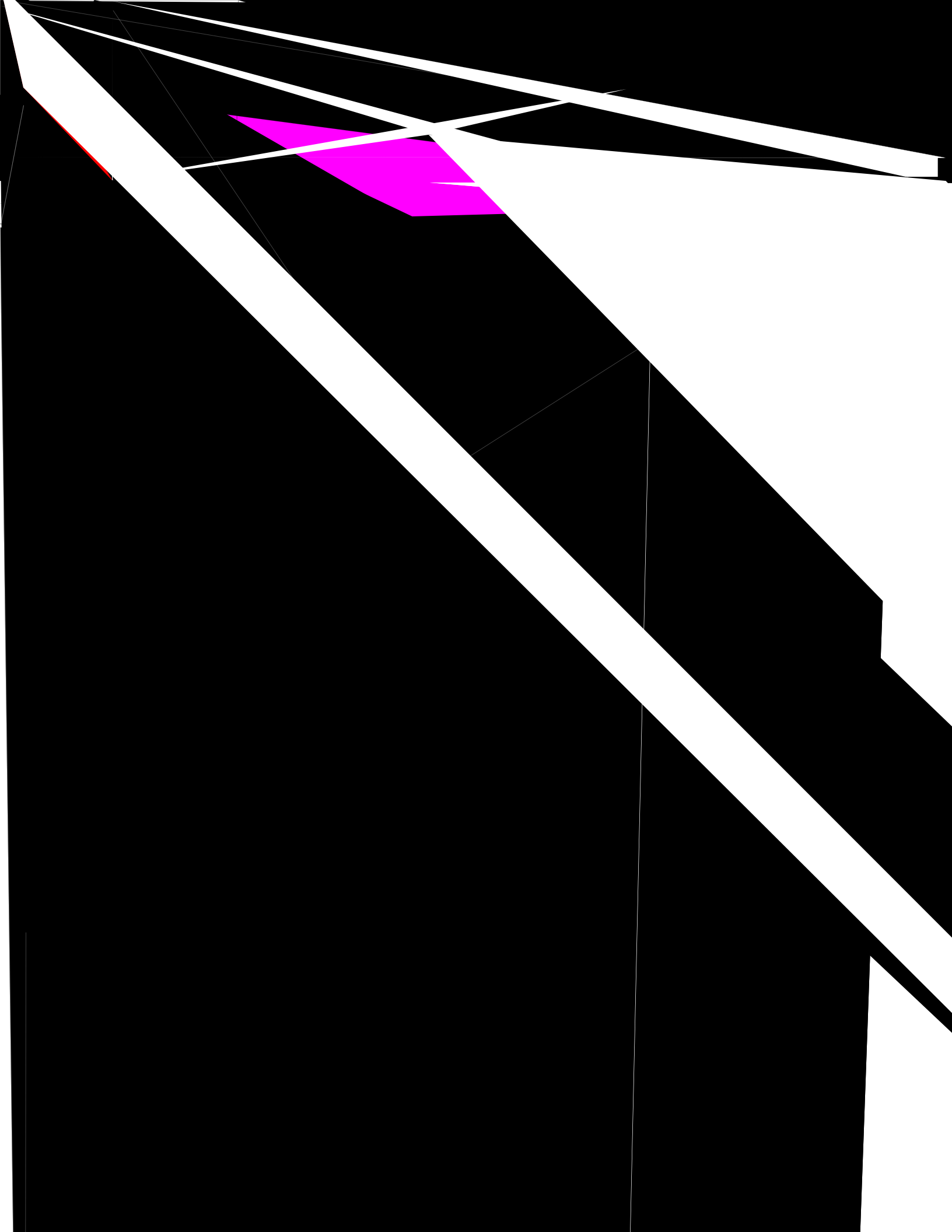
- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member; officer; or employee of [School] Independent School District in connection with the awarding of Federal contract; the making of a Federal grant; the making of a Federal Loan; the entering into a cooperative agreement;**



Invitation for Bid 3-NFOODS-1224Ncr-FoodItems
Bid Posting Monday, August 26 2024
Bid Due Date Wednesday, September 25 2024 @ 200PMs D _



Invitation for Bid 3-NCODE-1224 Nor-Food Items









Invitation for Bid 3-NFOODS-1224Ncr-FoodItems
Bid Posting Monday, August 26 2024
Bid Due Date Wednesday, September 25 2024 @ 200PM

Vendor Instructions

1. The application form should be completed and signed by an authorized representative of the vendor.
2. The application should be submitted to bosupport@ideapublicschools.org with all supporting documentation, including but not limited to:
 - a. Vendor Identification Maintenance File
 - b. ACH Enrollment Form
 - c. W-9 Form

Vendor

Maintenance File

Please Check any boxes that the description applies to the types of goods/services you can provide:

100 000 00000	Administrative	510 000 00000	Insurance
120 000 00000	Appliances	540 000 00000	Facilities Maintenance
140 000 00000	Athletics	550 000 00000	Mascot
170 000 00000	Back to School Program	590 000 00000	Photography/Videography
200 000 00000	Books	600 000 00000	Police/Resource Officer
220 000 00000	Catering	610 000 00000	Printing
280 000 00000	Dry Cleaners	630 000 00000	Professional Services
310 000 00000	Emergency Management	660 000 00000	Records Management
320 000 00000	Entertainment	670 000 00000	Refunds
350 000 00000	Films & Movies	680 001 00000	Shipping
360 000 00000	Fine Arts	700 000 00000	Student Nutrition
380 000 00000	Fundraisers	710 000 00000	Special Education
390 000 00000	Furnit	720 000 00000	Technology
400 000 00000	General Expense	750 000 00000	Transportation
440 000 00000	Venue Rentals	760 000 00000	Travel
450 000 00000	Graduation	780 000 00000	Utilities
470 000 00000	Grounds & Maintenance	800 000 00000	Vocational
490 000 00000	Health Services	820 000 00000	Warehouse
500 000 00000	Instructional		

REQUIRED: Are you a Current or Former Employee of IDEA Public Schools, Inc.?

Yes

No

Please list any Cooperative /Interlocal Agreements you are associated with.

New Vendor

Business Office Use Only

ACH Vendor Payment Enrollment Form

(Only for use with banks within the United States)

This form authorizes IDEA Public Schools to make payments to a business or individual electronically. It is the responsibility of the vendor to notify IDEA Public Schools of pertinent payee or company information and/or bank account changes verbally and in writing. IDEA Public Schools shall be entitled to rely on the authorization herein until it receives 45 days written notice of any change from the vendor. This form is required as IDEA Public Schools is going paperless. **Please type or print.**

Section 1: Payee / Company Information

Vendor Name: _____

Vendor DBA (if applicable) _____

Social Security Number or Employer Identification Number: _____

Phone Number: _____

Mailing Address: _____ City _____ State _____ Zip _____

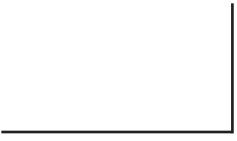
Email Address (REQUIRED): _____

Vendor Website N4 (_7(or We2 D)8 _____)sD)y 4 037y d(35 D)8(u)-45 3Rs[V37 (e)14 deA 8A M 6 6 2 (as U

Section 2: Account Information (For Accuracy Provide Voided Check)



Section 3: Authorization



CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

IDEA Public Schools
Edgar Certifications and Representations

Contract Work Hours and Safety Standards Act. Where applicable, all contracts awarded by the school and the charter districts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Clean Air Act and the Federal Water Pollution Control Act. Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Energy Efficiency Standards and Policies. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

Debarment and Suspension. A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Byrd Anti-Lobbying. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer

or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier.

Procurement of Recovered Materials. The school, the charter districts and their contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

The vendor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable. It is further acknowledged that the vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name/Company Name:

Address, City, State, and Zip Code:

Phone Number:

Email Address:

Printed Name and Title of Authorized Representative:

Signature of Authorized Representative:

Date:



The Texas Health and Human Services Commission Form 1903, Child Support Certification must be completed legibly, either handwritten or typed. A duly authorized representative, preferably the duly authorized representative identified, must sign this form. Failure to complete this form pursuant to this and other instruction shall disqualify the Proposal. The child support certification form can be found at: <https://www.hhs.texas.gov/regulations/forms/1000-1999/form-1903-child-support-certification>.



**Notice to Vendor
No P.O. No Pay Policy
(No Purchase Order No Payment)**



Invitation for Bid 3-NCOODI-1224 Nor-Food Items
Bid Posting Monday, August 26 2024
Bid Due Date Wednesday, September 25 2024 @ 200PM CST
Contact: opprocurement@ideapublicschools.org