

The Austin Independent School District (herein after referred to as "AISD" or the "District") is soliciting this bid for Musical Instruments & Equipment, and is seeking to establish one or more strategic supply agreements with qualified and experienced firms. Items purchased under this bid are intended primarily as replacements or supplements at existing AISD campuses and/or departments and will be purchased on an as-needed basis throughout the term of the agreement.

Bidders may make written inquiries concerning this solicitation to obtain clarification of the requirements. Inquiries shall be submitted no later than the time and date specified on the cover page. Questions received by this deadline, and corresponding answers, will be included in an Addendum. All addenda will be posted to

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The person whose signature appears on the Bid Form certifies (by signing this document) that the individual, firm and/or any principal of the firm on whose behalf this bid is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this proposal, and agrees to notify the District of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.

Amendments to bids, once filed, may be submitted in a properly identified sealed envelope, at any point prior to the date and time of bid opening.

Bids must represent true and accurate information, and shall not contain any cause for claim of omission or error. If request for withdrawal of bid is allowed, based on proof of mechanical error, bidder may be removed from approved bid list.

1.

If included in solicitation, quantities for the representative list of items are based on estimated annual usage; actual quantities purchased by the district during the agreement term may be more or less; all are purchased on an as-needed basis.

2.

. Bid your lowest and best firm-fixed price. Rebids will not be accepted. Pricing is to be firm for the duration of the contract period. The Vendor shall notify the AISD Contract and Procurement Services Office immediately if circumstances arise which would affect pricing, product specifications and or availability.

. Unit Price shall include the following:

- Transportation charges, F.O.B. Destination, prepaid and allowed.
- Handling charges.
- Cost associated with processing orders (if American Express Procurement

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Vendors should keep the ordering campus advised of the status of orders. Failure to meet delivery dates may result in removal from approved bidders list.

Delivery of purchases in good condition will be vendor's responsibility and no delay in receipt or replacement of items will be contingent upon claim adjustment by carrier. All goods are subject to inspection and return at the expense of the vendor if found to be inferior to those specified.

Deliveries shall not be made in advance of receipt of a valid **Purchase Order**; other verbal or written documentation is unacceptable. Deliveries shall be made to the location specified on the

All transportation charges for delivery and pick-up of samples shall be borne by the vendor. During bid evaluation process, samples are handled by various evaluation committee members and may be lost or destroyed in the process.

8.

Bidders shall execute the following list of required forms. Forms can be downloaded at this web link: [Required Forms](#) or by visiting [our website](#). All forms must be fully executed and included with primary bid packet marked " _____". Required Forms do not need to be submitted with secondary copies of firm's bid.

Bid Certification

Notification of Criminal History of Contractor

Debarment, Suspension and Inequality Certification

CTPA Adoption Clause

Interlocal Cooperative Agreement Clause