



<p>Invitation for Bids 21IFB047 Heating, Ventilation, A/C &amp; Refrigeration Repair Parts (HVAC &amp; Refrigeration Repair Parts)</p>
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Date	Event
October 13 and October 20 2020 , 2020	Advertise/Issue Date

2:00PM CST	IFB Due Date and Time – Please see additional submission instructions
December 14, 2020	AISD Board meeting for Review/Approval

Deliver Electronic Bids to: <a href="mailto:kristy.gonzalez@austinisd.org">kristy.gonzalez@austinisd.org</a>	Contact Person:
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## Checklist and Submission Guidelines

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.  
(This is not a required form, it is not necessary to return this checklist with your proposal.)

### Understanding the Bid

Completed

- † Read entire IFB document, appendices and attachments
- † Review AISD Policy and Provisions
- † Submit questions properly before deadline
- † Review addenda, Q&A and other additional attachments posted on our website

### Forms to Submit with Bid

Completed | Required

- † | ; Bid Certification
- † | ; Notification of Criminal History of Contractor
- † | ; Debarment, Suspension and Ineligibility Certification
- † | ; Conflict of Interest Questionnaire (er)-6 (4.214.2)-5 (a)7.5 (t)-(0 018.06568 Tm <0086>Tj /04 103.92 388

### Submitting the Bid

Completed

- † Prepare the bid in the format specified and sign all required forms
- † Submit bid via email per instructions on IFB cover page
- † Submit bid via email by IFB opening / due date and time



Austin ISD – Invitation for Bids 21IFB047 Heating, Ventilation, Air Conditioning, & Refrigeration Repair Parts

I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “d

process. Please review all provisions and identify any exceptions or suggested additions to the agreement in your bid.

## 2. BID SUBMISSION

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 bid, 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.

Bids must show the unit price and total for specified quantity and shall include transportation F.O.B. destination prepaid and allowed. Amendments to bids, once filed, may be submitted as listed on cTJ 0.002 Tc 02H.002 Teet]TJ 012.460 Td [(t)12 ( )p on to bo10 (pe)



- x Bid shall respond to the entire scope of services and product specifications as requested.

Responsible

In order for a bid to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

VI. SCOPE OF SERVICES AND PRODUCT SPECIFICATIONS .S

1. AISD will establish a pool of strategic suppliers to supply heating, ventilation; air conditioning and refrigeration (HVAC&R) repair parts. Multiple awards are anticipated based on pricing, store locations, and number of manufacturers represented. The items listed are only representative of the items, which are to be purchased to provide a price comparison and to allow the contractor to provide a list of suppliers for each item. The items listed are only representative of the items, which are to be purchased to provide a price comparison and to allow the contractor to provide a list of suppliers for each item.



Austin ISD – Invitation for Bids 21IFB047 Heating, Ventilation, Air Conditioning, & Refrigeration Repair Parts

until new Price List/Catalog(s) are received from the vendor at the AISD Service Center. An online catalog will be allowed.

7. AISD reserves the right to audit vendor's records supporting purchases made under contracts resulting from this bid, at any time during the contract period, to verify discounts and net pricing.
8. A Retail Store Information Form, Attachment 1, is included for your completion to



Austin ISD  
227901

PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

Contacting Board  
Members

Restricted Contact  
Period

Prohibited  
Communications

Permissible  
Communications

DATE ISSUED: 7/5/2018  
LDU 2018.08  
CHE(LOCAL)



PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

Complaints Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).

Violations The following are violations subject to sanctions:

1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
3. Make false reports regarding payments made to subcontractors or sub-consultants.

Sanctions Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:

1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
3. In addition to other f 3 Tr 4.588 0 Td ( )Tj 0 Tr 0.281-29.24174 Td [(f)-4(hi)6(s

Request for  
Proposal and Bid  
Invitation

## Policy and Provisions

### Policy

Procurement of goods and services shall be made by the method that provides the best value for the District. This competitive solicitation is either an Invitation for Bids (IFB) or a Request for Proposals (RFP) advertised under Texas Education Code 44.031 and Austin Independent School District policies:

- CAA, Fiscal Management- Financial Ethics
- CH, Purchasing and Acquisition;
- CHE, Purchasing and Acquisition

Factors

<sup>3</sup>, Q. During a contract, the district shall consider:

1. Purchase price.
2. The reputation of the vendor and of the vendor's goods and services.
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the district's needs.
5. The vendor's past relationship with the district.
6. The impact on the ability of the district to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the district to acquire the goods or services.
8. For a con



Commission (TEC) that includes a list of each interested party for the contract of which the contracting business entity is aware; and a written, unsworn declaration subscribed by the authorized agent of the contracting business entity as true under penalty of perjury that is in substantially the form set out in \* R Y H U Q P H Q W & R G H H2252.908(5);11 FAC & R G H







# NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR

Statutory citation is found in the Texas Education Code §44.034.

Subsection (a): A person or business entity that enters into a contract with a school district must advance notice to the district if the person or an owner or operator of the business entity has convicted of a felony. The notice must include an general description of the conduct resulting in the conviction of a felony.

Subsection (b): A school district may terminate a contract with a person or business entity if it

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# DEBARMENT, SUSPENSION AND INELIGIBILITY CERTIFICATION

Statutory citation is found in the U.S. Office of Management and Budget Circular A-102, 2 CFR 11 Part 215, and Federal Acquisition Regulation Subpart 9.4

Federal agencies, state agencies, and local governments, including the Austin Independent School District, shall solicit offers from, award contracts, and consent to subcontracts with responsible contractors only. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments, Section 1 (d), requires that Austin ISD shall not award a contract to a contractor, or consent to a subcontract with a contractor, that is debarred, suspended, proposed for debarment, or otherwise declared ineligible.

<sup>3</sup> & R Q W U D F W R U ' P H D Q V D Q U D Q G L E ( Y O W D O W R D I A R T W K B H U S offers

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EDGAR CERTIFICATIONS

ADDENDUM FOR CONTRACTS FUNDED BY U.S. FEDERAL GRANT

(NONCONSTRUCTION CONTRACTS)

TKLV (





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Business Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip (DBA, if applicable) \_\_\_\_\_

County \_\_\_\_\_

Phone Number \_\_\_\_\_

Website? \_\_\_\_\_

**Legal Status to do Business in Texas**

Entity Type \_\_\_\_\_

Business Structure \_\_\_\_\_

State of Incorporation \_\_\_\_\_

**Historically Underutilized Business (HUB) Status (if applicable)**

City \_\_\_\_\_

County \_\_\_\_\_

Phone Number \_\_\_\_\_

Website \_\_\_\_\_

