



## e-Bid System

**022-023-01-013**

### **Printing Services**

Issue Date: 1/24/2022

Questions Deadline: 2/2/2022 12:00 PM (CT)

Response Deadline: 2/7/2022 02:00 PM (CT)

### **Contact Information**

Contact: Jennifer Tallman

Address: 2001 Texan Drive  
Justin, TX 76247

Phone: (817) 215-0092

Email: [jtallman@nisdtx.org](mailto:jtallman@nisdtx.org)

## Event Information

Number: 022-023-01-013  
Title: Printing Services  
Type: Request for Proposals  
Issue Date: 1/24/2022  
Question Deadline: 2/2/2022 12:00 PM (CT)  
Response Deadline: 2/7/2022 02:00 PM (CT)  
Notes: This is a compliance proposal to establish vendors, which will allow for the legal acquisition of printing projects throughout Northwest ISD on an as needed basis.

## Ship To Information

Address: 2001 Texan Drive  
Justin, TX 76247

## Billing Information

Address: PO Box 77070  
Fort Worth, TX 76177-0070

## Bid Attachments

### NISD Standard Terms and Conditions - RFP 052815.pdf

Northwest ISD Standard Terms and Conditions - Request for Proposal

[Download](#)

### W-9 Oct 2018.pdf

Blank W9

[View Online](#)

### NISD\_Campus\_Locations\_-2019.docx

NISD Campus Locations

[View Online](#)

### CIQ Form 1-1-21.pdf

CIQ Form. Conflict of Interest Questionnaire (1-1-21)

[Download](#)

## Requested Attachments

### Certificate of Interested Parties (CIP 1295 Form)

*(Attachment required)*

In order to be considered as an awarded vendor you must upload your completed CIP (1295 Form). This form can be filled out on the Texas Ethics Commission website at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

### W9

*(Attachment required)*

You can find a blank W9 located under attachments.

## Bid Attributes

### 1 Attributes

"NOTE: There are 50 attributes for this solicitation. Please make sure you address all of the attributes.

### 2 Bid Acceptance

Have you read and understood the Standard Terms & Conditions and Specifications contained herein, and do you further agree to abide and accept said Terms & Conditions and Specifications?

Yes  No

*(Required: Check only one)*

**3 Electronic Bidding**

Although we are legally required to accept paper bid submittals, we strongly encourage that bidders submit this bid electronically. Electronic bidding will eliminate errors, unnecessary work, and reduce paper. When filing this bid electronically, please do not send us a paper copy as the electronic version will prevail. If you must submit a paper bid, it must be in a sealed envelope and you must write the bid name, bid number and your company name on the outer envelope. Please confirm that you have read and understand this instruction.

Acknowledge  
*(Required: Check if applicable)*

**4 Term of Bid**

Bid prices must prevail for a period of one (1) years from July 1, 2022 to June 30, 2023 or otherwise specified. Can you comply?

Yes  No  
*(Required: Check only one)*

**5 Extensions**

The District reserves the option to renew this contract for an additional period(s) of one year, if service is satisfactory, escalation does not exceed five (5) percent, per year, and the renewal is agreed to by both parties. Can you comply?

Yes  No  
*(Required: Check only one)*

**6 Evaluation Criteria**

To determine the award of this bid, Northwest ISD shall consider the following , as provided in the Texas Education Code 44.031(b). 1) Price/discount; 2) Consideration of location of vendor's principal place of business; 3) Reputation of the vendor; 4) Qualities of the vendor's goods and services; 5) The extent to which the goods & services meet the District's needs; 6) The vendor's past relationship with the District; 7) The long-term cost to the district to acquire the vendor's goods or services; 8) The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses; and 9) Any other relevant factor specifically listed in the request for bids or proposals

**7 Prohibition on Lobbying**

The Northwest I.S.D. has implemented a procedure prohibiting lobbying, contact or soliciting School District staff members or members of the Board of Trustees during the selection process. Please acknowledge compliance with the district procedure and certify that all employees, agents, consultants, or representatives of the representing firm have not or will not contact, solicit, or lobby School District staff members, members of the Board of Trustees regarding the above mention solicitation from date of first advertisement through final action of this solicitation by the Board of Trustees.

I acknowledge  
*(Required: Check if applicable)*

**8 Warranty Period**

Specify warranty period for all items.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Required: Maximum 1000 characters allowed)*

**9 Return Policy**

Specify return policy for un-repairable components.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Required: Maximum 1000 characters allowed)*



**16 Background Checks**

The Northwest Independent School District reserves the right to require additional background checks of identified personnel performing work on any projects or services where direct contact with staff and students may occur. The cost of required background checks will be the responsibility of the successful vendor. NISD reserves the right to conduct the background checks at its expense by a third party or other solution in order to assure itself of a thorough background check.

I acknowledge  
*(Required: Check if applicable)*

**17 Conflict of Interest**

Conflict of interest Questionnaire (Form CIQ) is required to be submitted by vendor or other person doing business with a local government entity in accordance with Chapter 176, Local Government Code. For more information or to submit Form CIQ, please visit the district website. Please acknowledge that there are no known conflicts of interest with local government officer.

No conflicts of interest     Yes, Form CIQ will be filed  
*(Required: Check only one)*

**18 Criminal History**

Awarded vendor shall certify to Northwest ISD that any representatives and employees who will be performing services on campuses or will have direct contact with students shall be subject to a criminal history check and shall not have a criminal history which is objectionable to the District. Awarded vendor shall submit appropriate information to NISD in compliance with Section 22.081 et.seq., Texas Education Code regarding criminal history of its employees who will have contact with students.

Acknowledge, will comply.  
*(Required: Check if applicable)*

**19 References**

Please list three references, preferably school districts with which you have done business in the last three years. You must include company name, contact person, phone number and email address.

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*(Required: Maximum 4000 characters allowed)*

**20 Non-Collusion Statement**

Do you affirm that you are duly authorized to execute this contract, that this company, corporation or firm has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communication by the undersigned nor by the employee or agent to any other person engaged in this type of business prior to the official opening of this bid?

Yes     No  
*(Required: Check only one)*

**2**  
**1** **Purchase Order Information**

Please advise the address to which purchase orders should be mailed and the address to which remittances should be sent if different. Also advise if you require your own contract number to appear on the purchase order in addition to our bid number.

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*(Required: Maximum 4000 characters allowed)*

**2**  
**2** **Non-Appropriations Clause**

Any contract for the acquisition, including lease, of real or personal property is a commitment of NISD current revenue only:

1. The District retains the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.
2. The contract is conditioned on a best efforts attempt by the District to obtain and appropriate funds for payment of the contract.

The District, as a entity, may not be held liable for non-funding of a contract caused through no fault of its own. If the District fails to appropriate funds to provide for the annual renewal of a contract, the district may cancel without termination charge. This is provided that the bidder receives at least thirty (30) days written notice of the termination stating the lack of funding as the reason for termination.

**2**  
**3** **Principal Place of Business**

Please indicate what state your principal place of business operates and is incorporated in.

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*(Required: Maximum 1000 characters allowed)*

**2**  
**4** **Catalog/Price List/CD**

Submit Catalog/ Price List/ CD on or before opening date of this solicitation to Northwest ISD, Purchasing Department, 2001 Texan Drive, Justin, TX 76247 and label your envelope accordingly: BIDNAME(Catalog/Price List/ CD). Catalog/Price List/ CD submitted must provide pricing. Catalog/Price List must be included with submittal for proper consideration. Submittal without proper catalogs/price lists/CD will not be considered for award.

**2**  
**5** **Name of Company Contact**

Please list the name of the contact person that NISD can call in regards to this bid. The contact person who will serve as the liaison between NISD and your company. This should be the person to answer questions regarding the bid submittal, and to whom questions pertaining to purchases and purchase orders should be addressed.

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*(Required: Maximum 1000 characters allowed)*

**2**  
**6** **Company Address**

Please list the company address, city, state, zip code, and suite number.

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*(Required: Maximum 1000 characters allowed)*

2  
7

**Company Contact Phone Number**

Please list the phone number of the company contact person that NISD would be calling in regards to this bid. This should be questions regarding the bid submittal, and to whom questions pertaining to purchases and purchase orders should be addressed.

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*(Required: Maximum 1000 characters allowed)*

2  
8

**Company Contact Fax**

Please list the fax number of the company contact person that NISD would be faxing in regards to this bid. This should be questions regarding the bid submittal, and to whom questions pertaining to purchases and purchase orders should be addressed.

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*(Required: Maximum 1000 characters allowed)*

2  
9

**Company Contact Email Address**

Please list the email address of the company contact person that NISD would be emailing in regards to this bid. This should be questions regarding the bid submittal, and to whom questions pertaining to purchases and purchase orders should be addressed.

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*(Required: Maximum 1000 characters allowed)*

3  
0

**Company Website**

Please list the company website.

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*(Required: Maximum 1000 characters allowed)*

3  
1

**Incentive Programs**

If there is an incentive program, such as points/product earned, rebates, or other arrangement based on sales volume it must be indicated in your submittal and/or approved by the Purchasing Department before implementing. If there is a program, please indicate yes.

Yes  No

*(Required: Check only one)*

3  
2

**Solicitation Notification**

Please indicate how you were made aware of this particular solicitation.

Newspaper Advertisement  E-mail notification  Website  Phone Call  Other

*(Required: Check only one)*

**33 Reservations - NISD**

The Northwest Independent School District expressly reserves the right to:

1. Specify approximate quantities;
2. Extend the opening date and time;
3. Consider and accept alternate proposals, if specified in the documents, when most advantageous to the School District;
4. Waive as an informality, minor deviations from specifications, provided they do not affect competition or result in functionally unacceptable goods and services.
5. Waive any minor informality in any proposal or procedure (a minor informality is one that does not affect the competitiveness);
6. Add additional terms or modify existing terms;
7. Reject any proposal because of unbalance unit prices;
8. Reject or cancel any or all proposals;
9. Reissue any proposal; and/or
10. Procure any item by other means

**34 Escalation**

Northwest ISD, at its option, may allow the vendor to escalate the prices quoted, herein, not to exceed 10% per unit price. No escalation will be approved during the first 6 months of award of contract. Price escalation requests will be considered at renewal/extension dates only. If the District determines the price increase to be unreasonable, the District may terminate the contract in its entirety, or terminate that part of the contract subject to the increase. The vendor may not increase any price without written authorization from the District. The District reserves the right to request documentation to substantiate any price increases.

**35 Award**

It is the intent of the district to award all or none, but reserve the right to award section by section, or item by item, multiple awardees, whichever is in the best interest of the district.

**36 Prior History of Performance**

Prior history of performance with Northwest ISD can and may be used in the evaluation process

**37 Vendor Failure**

If a vendor fails to honor all or part of a solicitation award, the Director of Purchasing may award a contract to the next lowest and most responsive vendor. If necessary, the process will be extended through all vendors until a vendor can adequately fulfill the contract. A record of this action will be placed in the bid file.

**38 Purchases**

The district will purchase goods by means of an official district purchase order form which is to be authorized by signature from the Chief Financial Officer or the Director of Purchasing. The District will not honor purchases without the proper authorization

I acknowledge  
*(Required: Check if applicable)*

**39 Responsible for Losses**

You agree to be responsible for any losses, damages, injuries, claims, fees, fines, penalties and expenses (including legal fees) of every kind that relate to the use, operation, ownership, possession, or condition of your product/service.

**40 Market Conditions**

The District reserves the right during the term of this contract/agreement to test the prevailing market prices. If the market prices are significantly lower than the obtained pricing from the awarded vendor, then the awarded vendor will given the opportunity to adjust pricing or the district may purchase from the quoted vendor.



<b>4</b> <b>1</b>	<p><b>Open Records</b></p> <p>Due to the Freedom of Information Act or Open Records Act, any information that the respondent would like to be kept confidential must be marked accordingly.</p>
<b>4</b> <b>2</b>	<p><b>Negotiation</b></p> <p>Negotiation may begin with the vendor who submits the most responsive proposal as measured by the scope and specifications, and which is in the best interest of the District.</p>
<b>4</b> <b>3</b>	<p><b>Discriminatory Trade Practices</b></p> <p>Beginning 9/1/17, all contracts that a district executes must include verifications from the company that it does NOT boycott Israel and will not boycott Israel during the term of the contract</p> <p><input type="checkbox"/> We do not and will not boycott Israel    <input type="checkbox"/> We cannot agree to NOT boycott Israel</p> <p><i>(Required: Check only one)</i></p>
<b>4</b> <b>4</b>	<p><b>Cooperative Purchasing - EPCNT / CTPA</b></p> <p>This contract may be utilized for purchases by other local government entities under an interlocal cooperation agreement, Texas Government Code Chapter 791. Any contract award by the Northwest Independent School District on behalf of another local government entity shall be contingent upon the issuance of a purchase order or execution of a separate contract by the other local government entity. The Contractor must deal directly with the local government entity concerning the placement of orders, issuance of the purchase order, insurance certificates, contractual disputes, invoicing and payment or any other terms and conditions that the other local government entity may require. The actual utilization of this contract award by the other local government entity is at the sole discretion of that other local government entity. The Northwest Independent School District is acting on the behalf of other local government entities for the sole purpose of complying with Texas competitive bidding requirements and shall not be held liable for any costs, damages, etc. incurred by any bidder with regard to any purchase by another local government entity. Northwest Independent School District shall be legally responsible only for payment for goods and services in the quantities detailed in the NISD purchase order or contract. NISD is a member of the Educational Purchasing Cooperative of North Texas (EPCNT) and Central Texas Purchasing Alliance (CTPA) and acceptance would make this award available to its members. Do you agree to participate?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><i>(Required: Check only one)</i></p>
<b>4</b> <b>5</b>	<p><b>Certificate of Interested Parties (CIP Form 1295)- Awarded Vendor</b></p> <p>Certificate of Interested Parties (CIP Form 1295) must be filled out electronically with the Texas Ethics Commission's online filing application located at <a href="https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm">https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm</a> This must then be printed out, signed, and submitted to Northwest ISD prior to any business transaction. The awarded vendor will need to supply this within 72 hours of Award notification. Please note the following: Box 3: Please use Northwest ISD solicitation number as the identification number being requested in box 3 of the CIP Form 1295. Please acknowledge that you have read and understood that the district may not do business with your company without the submittal of this form. This form no longer needs to be notarized. There are exemptions for publicly traded business entity, including a wholly owned subsidiary of the business entity.</p> <p><input type="checkbox"/> I acknowledge and WILL comply    <input type="checkbox"/> I acknowledge and WILL NOT comply</p> <p><i>(Required: Check only one)</i></p>
<b>4</b> <b>6</b>	<p><b>Chapter 2252 Certification</b></p> <p>Authorized representation, being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company submitting proposal is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should entity submitting proposal enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Northwest ISD Purchasing Department.</p> <p><input type="checkbox"/> Submitting entity is not on the list &amp; will comply    <input type="checkbox"/> Submitting entity is on list</p> <p><i>(Required: Check only one)</i></p>

**4**  
**7** **TRS Retiree Reporting**

In accordance with TRS requirements, TRS retirees engaged with a Texas public school district, or a 3<sup>rd</sup> Party Entity (an entity retained by a Texas public educational institution to provide personnel to the institution to perform duties or provide services that employees of the institution would normally perform or provide), must be reported by the Texas Public school district to TRS with the name and identifying requirements of each retiree for recording purposes. Employment by a third-party entity is considered employment by a Texas public educational institution subject to the employment after retirement laws and rules. For purposes of employment after retirement, retirees are considered employees during the first 12 consecutive-calendar-months following retirement, if they are performing duties or providing services for an educational institution that an employee of the institution would otherwise perform, and waiving, deferring, or foregoing compensation for those duties or services; working as independent contractors; working as a volunteer but performing duties or providing services that the retiree performed immediately before retiring and has an agreement to perform or provide those same services or duties after the first 12 full, consecutive-calendar-months after retirement. Employers are required to report these retirees, as if they were employees, each month during the first 12 calendar months after the retiree's effective date of retirement. If an Independent Contractor, Are you a TRS retiree, or as a Vendor, are any of your staff who are providing services to Northwest ISD TRS retirees? (If yes, please provide a separate attachment listing details)

Yes  No

(Required: Check only one)

**4**  
**8** **SB 22 Prohibition**

Pursuant to Texas Government Code Chapter 2272 , The District is prohibited from contracting with any abortion provider or an affiliate of an abortion provider whereby the provider or affiliate receives something of value derived from state or local tax revenue. Any contract entered into by the District is void if the prospective vendor has such a prohibited affiliation or contractual relationship. By submitting a proposal response to the request for proposals, you are certifying to the District that you do not have such an affiliation or contractual relationship.

I acknowledge and will comply with requirement  I am aware, but unable to comply with requirement

(Required: Check only one)

**4**  
**9** **SB 943 - Summary**

Senate Bill 943, effective as of January 1, 2020, amends the Government Code to make government contracting information public and require its disclosure. The bill sets out certain exceptions to and exemptions from disclosure, including for proprietary information and trade secrets. The bill, among other provisions, requires a governmental body that receives a request for contracting information that is in the custody or possession of the contracted entity and not maintained by the governmental body to ask that the entity provide the information to the governmental body. The bill authorizes a governmental body to terminate a contract for an entity's noncompliance with the bill's provisions.

I acknowledge and will comply with requirement  I am aware, but unable to comply with requirement

(Required: Check only one)

**5**  
**0** **SB 943 - Compliance**

Compliance with Gov't Code 552.372: The requirements of the Texas Public Information Act, Chapter 552 of the Texas Government Code, Subchapter J, may apply to this bid or contract if it is valued at more than \$1 million. The contractor or vendor agrees the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter, including the preservation of all "contracting information" (as defined in 552.003) and the provision, upon request of the governmental entity with whom you are contracting, of all contracting information. Contracting information includes, but is not limited to, records, communications and other documents related to the bid process, contract, payments, receipts, scope of work/services, and performance.

I acknowledge and will comply with requirement  I am aware, but unable to comply with requirement

(Required: Check only one)

**Bid Lines**

**1 Percentage Discount Offered to the District**  
*(Response required)*

Quantity:   1   UOM:  EA  Total:  %

Item Notes: The types of items covered by this proposal include, but are not limited to newsletters, posters, brochures, maps presentation folders, multiple part forms, envelopes, letterhead stationery, business cards, and other materials used to communicate information to promote the District's image to various audience.

Supplier Notes: \_\_\_\_\_

No bid  
 Alternate specification  
*(Attach separate sheet)*  
 Additional notes  
*(Attach separate sheet)*

**Bill To Information**

Address: PO Box 77070  
Fort Worth , TX 76177-0070

**2 Order Information**  
*(Response required)*

Price: \$  Total: \$

Item Notes: Please input 0.00 in Estimate Price.

Supplier Notes: \_\_\_\_\_

No bid  
 Alternate specification  
*(Attach separate sheet)*  
 Additional notes  
*(Attach separate sheet)*

**Item Attributes**

**1. Min Order Requirments**

\_\_\_\_\_

\_\_\_\_\_

*(Required: Maximum 1000 characters allowed)*

**2. Order Reference Number if applicable**

\_\_\_\_\_

\_\_\_\_\_

*(Optional: Maximum 1000 characters allowed)*

**3. Standard Delivery Time**

\_\_\_\_\_

\_\_\_\_\_

*(Required: Maximum 1000 characters allowed)*

**4. Shipping and Handling**

\_\_\_\_\_

\_\_\_\_\_

*(Required: Maximum 1000 characters allowed)*

