

Invitation for Bids (IFB)
19IFB019
MUSICAL INSTRUMENTS & EQUIPMENT

Date	Event
October 23 & 30, 2018	Advertise/Issue Date
November 1, 2018	Due Date for Questions by 2:00 pm
November 2, 2018	Questions & Answers and Addenda posted to website
NOVEMBER 6, 2018	IFB Closing / Due Date at 2:00 pm CST

- Questions regarding this bid must be submitted via e-mail to the bid contact listed below. E-mail subject line should read: **Questions 19IFB019 Musical Instruments & Equipment.**
- Responsive bids must include:
 - One (1) primary bid packet** marked **“ORIGINAL”**
 - Three (4) secondary bid packets** marked **“COPY”**
 - One (1) flash drive** containing only the approved **BID RESPONSE FORM** in **EXCEL** format.
- Proposals must have a cover page with firm’s name and contact information.
- Proposals must be **clearly marked with IFB Project Number and Title.**
- Proposals must be delivered **in-person** or by **postal carrier** in a **sealed envelope** or **carton**; FAX, e-mail or other electronic submittals will not be accepted.
- Proposals must be received on or before the opening time and date noted above.

Deliver Sealed Bids to:

Austin Independent School District
Contract and Procurement Services
1111 West 6th Street
Building A, Suite 330
Austin, TX 78703

Bid Contact:

Jessica R. Balandrán
Procurement Specialist
Phone: 512-414-2126
Fax: 512-480-0924
jessica.balandran@austinisd.org

I. INTRODUCTION

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 [our website](#) and accessible at this web link: [AISD BID POSTINGS](#).

II. TERM

The agreement(s) resulting from this solicitation will be in effect for an initial term of two (2) years from the date of award by the Board of Trustees, or such date established by the agreement. The parties, by mutual consent, may renew the agreement for up to three (3) additional one (1) year periods. In addition, the District reserves the right to extend the contract for an additional sixty (60) days beyond the final expiration date if necessary, to ensure no lapse in service.

III. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. GENERAL

Read the entire contents of the solicitation and respond with a complete and accurate bid (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the IFB must be included.

A copy of the **Master Purchase Agreement** is located on [our website](#) for information purposes only. The District has prepared this referenced agreement boilerplate to help expedite the contracting process. Please review all provisions and identify any exceptions or suggested additions to the agreement in your bid; in the event of an award decision under this solicitation, both parties will negotiate an agreement for execution.

Awarded vendors shall agree to accept the following conditions:

- Items will be purchased in varying quantities, and no minimum quantities are guaranteed.
- Items will be ordered on an “as needed” basis throughout the term of the agreement.
- Items will be shipped to multiple AISD locations.

2. BID SUBMISSION

Bids must be submitted on the approved bid form only, and must reach the AISD Purchasing Office on or before the hour of opening on the date specified. Late bids will be returned unopened. Submit your bid in a sealed, plainly marked envelope. Inquiries pertaining to this bid should be directed to the BID CONTACT listed on cover page.

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.

IV. PERFORMANCE SPECIFICATIONS AND SERVICE REQUIREMENTS

1. QUANTITIES

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. PRICING:

a. 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.

b. 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 Card is used).

A vendor shall not add additional usage fees, convenience fees, or any other fees to the bid price when processing an order.

c. In case of discrepancy between Unit Price and Extended Total, the Unit Price shall be considered correct.

3. DELIVERY

Items shall be delivered within the timeframe noted on bid response form. If delays are foreseen, written notice shall be given the AISD Purchasing Office, which will consider an extension.

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 Purchase Order. Deliveries will only be accepted Monday through Friday, 8:00 AM to 4:00 PM.

4. **PRODUCT WARRANTY**

Manufacturer's standard warranty shall apply. If bidding a make and model other than specified, a copy of the manufacturer's warranty must be included with bid response.

5. **ADDENDA**

Bidders shall check the AISD website to receive all written addenda prior to submitting bid. Bids submitted without consideration of subsequent addenda issued will be deemed non-responsive, and excluded from further consideration to this solicitation.

6. **AWARD CRITERIA**

Award(s) will be based on best overall value to the district; the following factors considered: price, product offerings (quality), delivery after receipt of order (lead time), past performance, and long-term acquisition cost. AISD shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality.

A written notice of award, mailed or otherwise furnished to the successful bidder, results in a binding contract without further action by either party.

7. **SAMPLES**

If bidding items other than those specified in this solicitation, samples and/or product specification documentation may be requested by the evaluation committee, and **must be delivered within five (5) calendar days** of request to:

Austin Independent School District – Fine Arts Department
Attn: Mark Gurgle, 19IFB019 Musical Instruments & Equipment
Performing Arts Center
1500 Barbara Jordan Blvd.
Austin, Texas 78723
(512) 414-4761

Samples must be properly labeled with each label containing: (1) vendor's name, (2) bid number, (3) bid item number, and (4) item name corresponding to the one shown on the bid document.

Manufacturer, trade, and/or brand name must be indicated for each article submitted. When omitted, the district will consider bid to be as-specified.

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. **AISD assumes no responsibility for handling of samples.**

8. REQUIRED FORMS

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 "**ORIGINAL**". 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
- W-9 (available at www.irs.gov)
- Conflict of Interest Questionnaire ([CIQ](#)). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code.
- HUB Utilization Report ([HURATT1](#))
- Bid Response Form. This **Bid Response Form must be used to respond to this solicitation**. The form is available for download at this web link: [BID FORM LINK](#), or by visiting [our website](#), see link titled: [Attachment 1 – Bid Form](#). An electronic copy of your completed bid form must be submitted in Excel format, see cover page for specific instructions.

VII. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The Austin Independent School District (AISD) has determined that this solicitation is not eligible for HUB goals as outlined in CH (Policy), therefore, no goals have been established for this project. While no goals are in effect, the Bidder/Proposer is required to comply with AISD HUB Program Regulations if areas of sub-consulting are identified. The 'HUB Program NO GOALS Compliance Information for Commodities & Other Contracted Services' document is available for download in PDF format at this web link: [HUB COMPLIANCE INFORMATION](#), or by visiting [our website](#), see link titled: [Attachment 2 – HUB Compliance](#).

Please complete the HUBATT 1 - HUB Utilization Report (HUR). The form is available for download in Excel format at this web link: [HUBATT1](#), or by visiting [our website](#), see link titled: [Attachment 3 – HUBATT1](#). When the HUR form and Good Faith Effort (GFE) documentation, if required, are NOT submitted at time of deadline specified in the solicitation, it will not be accepted later for compliance review. The bid may be deemed NON-RESPONSIVE.

FOR ASSISTANCE COMPLYING WITH HUB PROGRAM REQUIREMENTS

Contact AISD's HUB Program Staff at:

HUBprogram@austinisd.org