

INFORMATION FOR VENDORS
Austin Independent School District

Vendors interested in providing products or services to AISD should contact the Purchasing Office at:

Materials Management - Purchasing Office
Austin Independent School District
1111 West 6th Street, Bldg A, Suite 330
Austin, Texas 78703-5338
Telephone (512) 414-1723

VENDOR APPLICATION

You must complete a Vendor List Application to be placed on a bidder's list maintained by AISD. The enclosed application consists of general information and a listing of major commodity/service categories. Please review the commodity/service list carefully and indicate which supplies and/or services you would be interested in supplying. The complete form should be returned **by mail** to the Purchasing Office at the address indicated above.

Upon receipt of your application, we will send you a detailed item list for each commodity/service category you checked. You will be asked to indicate the specific items you can supply and to return the list(s) to the Purchasing Office.

You will receive bid invitations and quotation requests for the items you indicate. Please respond with a price offer or a "no bid." This will ensure that you remain on our bidder's list. If a response is not received your company's name is subject to removal from the bidder's list.

BUSINESS OWNERSHIP IDENTIFICATION

You must also complete and have on file with AISD a Business Ownership Identification Form to supplement the information requested in the Vendor List Application. Please complete the enclosed form and return it with your Vendor List Application. If you have submitted an AISD Business ownership Identification Form previously, and the information is current, you may enclose a photocopy of your previously submitted form with your Vendor List Application.

AISD PURCHASING PROCESS

- The Purchasing Office is responsible for soliciting formal bids for school district purchases with the exception of certain goods and services needed by the Department of Construction Management and Department of Food Services.
- For purchases valued at less than \$1,000, quotations may be solicited by telephone. For purchases of less than \$10,000, individual schools and administrative departments may solicit written quotations.
- For Purchases of \$10,000 or more, formal bids or proposals are solicited through newspaper advertisement. Bids are publicly opened and read aloud at a pre-announced time.
- Individual schools make many small purchases throughout the year using activity funds. The Purchasing office does not process those purchases.

Vendors wishing to call on specific schools, to sell products or services directly to those schools for ultimate use by the school as a fundraiser must complete an application for a permit to contact school personnel. Sales representatives are asked to present their permit to the school secretary when entering a campus. This card (obtained from the Dept. of Materials Management) is a permit to enter the school, not an endorsement of a product.

If you have any questions, please do not hesitate to call us.

Sincerely,

Jim Sessions
Director of Materials Management

VENDOR APPLICATION

**AUSTIN INDEPENDENT SCHOOL DISTRICT
MATERIALS MANAGEMENT – PURCHASING OFFICE**
1111 West 6th Street – Suite A330
Austin, Texas 78703-5338
(512) 414-1723

APPLICATION DATE: _____ New Application Add Commodities

Federal I.D. # or SS #: _____ Name and/or Address Change Delete Commodities

1. Applicant's Name and Mailing Address for Bidding Forms and Purchase Orders: _____ 2. Mailing Address for Payment (if different from item 1.) _____

3. Preference for receiving Purchase Orders: a. Fax No. b. E-mail address c. Mail
(Please check only one)

4. Applicant's Telephone Numbers (Including Fax and Toll Free)

Work: () _____ Fax: () _____ Toll Free: _____

Fax Purchase Order To: () _____

5. Applicant's E-Mail Address: _____

6. Type of Organization, Age and Principal Place (see Definitions on page 2): Principal Place of Business: _____

Individual Partnership Non-Profit Organization Corporation

Year's in Present Business Incorporated Under the Laws of the State of: _____

7. Persons Authorized to Sign Bids, Offers and Contracts (Indicate if Agent):

Name Official Capacity Telephone Number

8. Persons to Contact on Bids or Quotes:

Name Official Capacity Telephone Number

9. Type of Business:

Manufacturer Factory Representative Wholesale Dealer Retail Dealer

Construction Unlimited Contractor Limited Contractor

Service Establishment – Describe: _____

Other – Describe: _____

10. Corporations and Partnerships – Please supply the following information:

President _____ Secretary _____

Vice President _____ Treasurer _____

Owners or Partners _____

Affiliates of Applicants (Names, Locations and Nature of Affiliation):

11. REFERENCES

Include three references for whom your firm has provided similar products or services within the last two (2) years. Please include institution name, name and title of contact person, mailing address and telephone number of reference.

GENERAL INFORMATION

Vendors interested in being added to the Austin Independent School District’s vendor mailing list must file this application with the Purchasing Office. The vendor must indicate the specific items it can supply and return these lists to the Purchasing Office.

After placement on the bidder’s mailing list, a vendor’s failure to respond (submission of bid, or notice in writing that you are unable to bid on a particular transaction but wish to remain on the active bidder’s mailing list for that particular item) to Invitations for Bids, Requests for Proposals or Requests for Quotations may result in the removal of the vendor’s name from the bidder’s mailing list for the items concerned.

Please notify the Purchasing Office immediately of any changes of name, address or telephone number, changes in personnel listed on this application, and additional or deletion of items you are interested in providing.

DEFINITIONS RELATED TO:

ITEM 4 – For the purpose of evaluating bids of nonresident bidders as required by House Bill 620, 69th Legislature, 1985, the following definition will be applicable:

Principal place of business in Texas – for any type of business entity to be recognized in the State of Texas, the business entity shall have: (1) at least one permanent office located within the State of Texas, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted, and (2) at least one employee who works in the Texas office.

ITEM 8 – Owners: Those persons or concerns having a financial interest of five percent (5%) or greater.

Affiliates: Business concerns are affiliates of each other when either directly or indirectly (a) one concern controls or has the power to control the other, or (b) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship.

I hereby certify that the information supplied herein is correct.

Print or Type Name and Title **Signature**

AUSTIN INDEPENDENT SCHOOL DISTRICT
BUSINESS OWNERSHIP IDENTIFICATION FORM

This form must be completed and submitted with all formal bids and vendor applications. If you have submitted an AISD Business Ownership Identification Form previously, and the information is current, you may enclose a photocopy of your previously submitted form with subsequent formal bids.

Name of Firm

Telephone Number (Voice)

Address

Telephone Number (Fax)

City

State and Zip Code

Yes

No

The firm shown above is a minority owned business.

The firm shown above is a woman owned business.

Note: *A minority/woman owned business is defined as a business wherein at least fifty-one (51) percent of the ownership and management is by minority group members/women, or in the case of a publicly owned business, at least fifty-one (51) percent of the stock is owned and managed by minority group members/women.*

The firm shown above is certified with:

Yes

No

State of Texas General Services Commission (HUB)

The City of Austin (M/WBE)

Capital Metro (DBE)

Other (please specify) _____

Yes

No

The firm shown above is not certified with any agency.

Printed Name

Signature

Title

Date