

**Invitation for Bids (IFB)  
20IFB082**

**Fire/Security Alarm Access Control Equipment**

Date	Event
Nov. 19 & 26, 2019	Advertise/Issue Date
Dec. 3, 2019	Due Date for Questions by 2:00 pm
Dec. 5, 2019	Questions and Answers posted on our website
<b>Dec. 10, 2019</b>	<b>IFB closing / due date at 2:00 pm CST</b>

- Questions must be submitted via e-mail to the contact person listed below.  
In the **e-mail subject line**, type: **Questions 20IFB082 Fire/Security Alarm Access Control Equipment**
- Q & A and Addenda will be posted on our website: <https://www.austinisd.org/cp/bids>
- Your bid must be delivered in a **sealed envelope or carton** and received by the opening time and date listed. **Hand deliveries require proper identification.**  
**Please submit as follows:**  
**One (1) hard copy proposal marked "original" with signed required forms**  
**One (1) copy proposal on a flash drive with signed required forms**
- FAX, e-mail or other electronic proposals **will not be accepted.**
- **Proposals must be plainly marked with 20IFB082 Fire/Security Alarm Access Control Equipment**

**Deliver Sealed Proposals to:**

**Austin ISD**  
**Contract & Procurement Services**  
**4000 South IH 35 Frontage Road**  
**Austin, TX 78704**

**Contact:**

Donna Magnuson  
Procurement Specialist  
Phone: 512-414-9734  
Fax: 512-480-0924  
[donna.magnuson@austinisd.org](mailto:donna.magnuson@austinisd.org)

## Introduction

Austin ISD seeks to establish one or more strategic suppliers for fire/security alarm and access control equipment. Items will be purchased on an as needed basis. Award(s) will be based on best overall value for the District, not necessarily lowest price.

## Inquiries/Questions

Bidders may make written inquiries concerning this solicitation to obtain clarification of the requirements. Inquiries shall be submitted no later than the close of business on the date specified on the cover page. Questions received by this deadline and corresponding answers will be posted on the District's website listed below.

- <https://www.austinisd.org/cp/bids>
- Submit inquiries via email to the contact persons listed on the cover page. In the subject line of the email, type "Questions" and the solicitation number: **Questions: 20IFB082 Fire/Security Alarm Access Control Equipment**

## Contract Term

The agreement(s) resulting from this solicitation will be in effect for one (1) year 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 two (2) additional one-year periods. At the end of the contract period if AISD has not completed the bidding process and awarded a new contract, AISD may extend the contract for an additional sixty days.

## 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 and forms required by the IFB must be included in your response.

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

### 2. BID SUBMISSION

Bids must be submitted on the provided form only and must reach the AISD Contract and Procurement Services Office on or before the hour of opening on the date specified. Late bids will be returned unopened. Submit your original in a sealed, plainly marked envelope. Inquiries pertaining to this bid should be identified as previously stated.

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.

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 in a sealed envelope only, properly identified, prior to opening hour.

Bids will represent a true and correct statement and shall contain no 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.

**3. QUANTITIES**

Quantities for the representative list of items are an estimated annual usage; actual quantities may be more or less.

**4. DELIVERY**

Deliveries under terms of these offers will be in accordance with the dates indicated herein except where no date is indicated, the vendor will enter the earliest date, which can be assured. If delays are foreseen, written notice shall be given the Contract and Procurement Services Office, which will consider an extension. Vendors should keep the school district advised of the status of orders as 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 will be accepted Monday through Friday, 8:00 AM to 4:00 PM only.

**5. ADDENDA**

Bidders shall check the AISD website to receive all written addenda. Bidders who submit Bids without receipt of all addenda issued may be deemed to have submitted Bids not responsive to this Invitation for Bid solicitation.

**6. AWARD CRITERIA**

Award(s) will be based on best value, considering the following factors: price, product offerings and delivery after receipt of order (ARO). 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**

Samples and/or product specification documents may be required for items, as specified in the Special Instructions or Specifications contained herein. Product specification documents shall be submitted with the bid, properly referenced and clearly marked as to indicate related bid item. Samples must be properly labeled and identified and must be submitted separately on or before bid opening. The label for a properly identified sample is to contain: (1) vendor's name, (2) bid number, (3) bid item number, and (4) item name corresponding to the one shown on the bid document. All transportation charges for samples shall be borne by the vendor. During evaluation,

samples are handled by many different employees and may be lost or destroyed in the process. AISD assumes no responsibility for handling of samples.

The use of brand and manufacturer's names is for the purpose of brevity in establishing type and quality of merchandise and is not restrictive. Manufacturer, trade and/or brand name must be indicated for each article and when omitted, district will consider bid to be as specified. Illustrations and complete description must be included with the bid if bidding other than specified.

## 8. REQUIRED FORMS

Forms are required with **Original response & flash drive only**; they can be excluded from additional copies requested. The Excel Bid Form must be completed and submitted.

Bidders shall execute the following required forms (provided herein) with the **signed original included** with their bid:

(Click on the form name below to download)

- [Bid Certification](#)
- [Notification of Criminal History of Contractor](#)
- [Debarment, Suspension and Ineligibility Certification](#)
- [Conflict of Interest Questionnaire \(CIQ\) - online electronic submission](#)
- [Strategic Partner Profile](#)
- [EDGAR Certifications](#)

Forms for Review / Reference before Bid Submission:

- [Policy and Provisions](#)
- [Purchase Order Terms and Conditions](#)
- [Master Purchase Agreement](#)

## Specifications and Requirements

### 1. 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 with consideration to the price escalation clause below.
- b. If Vendor cannot supply the item specified, please indicate NO BID. Vendor is to bid only on items listed below that can be supplied as specified.
- c. Unit Price submitted shall include the following:
  - Transportation charges, F.O.B. Destination, prepaid and allowed.
  - Handling charges.
  - Cost associated with processing orders if American Express P-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.
- d. In case of discrepancy between Unit Price and Extended Total, the Unit Price shall be considered correct.

### 2. PRICE ESCALATION CLAUSE

Pricing provided by Vendors in response to this bid will remain firm for the first one (1) year-term. After that date, vendors may request price adjustments at least thirty (30) days prior to the first

day of the new one (1) year renewal term. Such requests must be submitted in writing to the Procurement Specialist named on the cover sheet of this IFB, detailing the requested adjustments. Justification for the request to adjust pricing must be industry-driven and further substantiated by supporting documentation, such as a letter from manufacturers of industry-wide increases.

The Procurement Specialist will accept, reject or attempt to negotiate the price adjustments within fifteen (15) calendar days after receipt of a properly submitted request. If a properly submitted increase is rejected, the Vendor may request cancellation of such items from the contract by giving the Procurement Specialist written notice. Prices must be honored on orders dated up to the official date of the approval and/or cancellation of the requested price adjustments.

### 3. ESTIMATED USAGE QUANTITIES

Quantities shown are the District's best estimate of its requirements for a one (1) year contract term but should **NOT** be construed as guaranteeing a minimum purchase quantity or establishing a ceiling. The quantities shown are based on estimated usage and additional orders will be placed on an as needed basis. AISD reserves the right to increase or decrease the quantities to meet its actual need without any adjustments in the bid price.

### 4. SAMPLES – Upon Request Only

- a. **Samples may be required after bid opening for evaluation purposes. Vendor shall ship samples at no charge to AISD upon request.** If samples are required, they must be properly labeled and identified and submitted separately.
- b. The label for a properly identified sample is to contain:
  - (1) vendor's name
  - (2) bid number
  - (3) bid item number
  - (4) item name corresponding to the one show on the bid document.
- c. Unless otherwise instructed by buyer, ship samples upon request to:  
Austin Independent School District  
Attention: Buyer Listed  
Contract and Procurement Services Office  
**Address: To be determined if samples are required**

### 5. PACKAGING AND DELIVERY

- a. The AISD Purchase Order number must appear on all packages, bills of lading, packing lists, invoices and correspondence.

### 6. PRODUCT SUBSTITUTIONS

If an item proposed by your firm is accepted and an award is made, your firm shall furnish that item for the duration of the award period and shall furnish an acceptable substitute should the item you offer be discontinued. Vendors are not authorized to automatically ship substitute items. Acceptability of the proposed substitute shall be determined by the Contract and Procurement Services Office and approved in writing.

## BID FORM

Manufacturer, trade and/or brand name and number are as listed and your bid will be considered as specified. If proposing an alternate manufacturer or part number, strikethrough the item and list the substitution in RED. Supplier's stock number may be provided as optional information.

The **Bid Form** is available to download as **Attachment A - 20IFB082 Excel for Vendors**. Please complete **Attachment A - 20IFB082 Excel for Vendors** and submit as part of your response with the hard copy and on the flash drive.

The Unit Price must include the following:

- **Transportation F.O.B. destination prepaid and allowed,**
- **Standard Manufacturer Warranty**
- **Handling charges**
- **Cost associated with processing orders if American Express P-card is used.**

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**There are three sections included on Attachment A - 20IFB082 Excel for Vendors:**

- A. Fire Alarm Equipment**
- B. Security Alarm Equipment**
- C. Access Control Equipment**