



## HOW TO DO BUSINESS WITH MANSFIELD ISD

### Purchasing Department

1920 N. Main Street \* Mansfield \* Texas \* 76063 \* 817-299-6090 \* Fax 817-473-5780

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Prospective Bidders:

Mansfield ISD, as well as all other school districts in the State of Texas, is governed by the state competitive bid law; therefore, the majority of our purchasing is done via competitive sealed bids or proposals.

The purpose and intent of this competitive process is to help public schools obtain the best products at the lowest practical prices in the best interest of the taxpayers by stimulating competition. The Mansfield ISD is committed to fair and equal competition among all vendors and does not allow favoritism to be shown to any vendor.

With the exception of construction projects, the bids that typically go through Purchasing are annual contracts for supplies and/or services. The Purchasing Department is also responsible to the Board of Trustees for other one-time purchases which cost more than \$25,000.00. Huckabee and Associates has a website whereby construction project information may be obtained at <http://www.huckabee-inc.com>.

The bidder's application is used to identify vendors who desire to participate in the competitive bid or proposal process by being added to our vendor database. This application is not intended to add a vendor to the approved vendor list, but to make sure all those that desire to be a part of the process get sent the appropriate invitation to bid or propose. Vendor approval status is based on the awarding of bids and proposals per the purchasing guidelines.

Applicants should carefully review the list of commodities and/or services on the bidder's application and clearly mark the items supplied by your company. Be sure to mark all that apply, in order to guarantee that your data will be properly listed in the vendor database.

Unless specifically requested, the District does not send bid packets via U.S. Mail. Vendors are informed either by a one-page fax notification, an e-mailed bid packet, or both. In addition, most Bid or Proposal specification documents are posted on the Mansfield ISD website at <http://www.mansfieldisd.org/departments/purchasing/currentbids.htm>. The District also advertises bids and proposals in the Commercial Recorder.

In order that you will receive proper notification, it is very important that you make Mansfield ISD's Purchasing Department aware of any changes in your contact information. The request for such changes must be in writing and may be sent either via U.S. to the above address, via fax to 817-473-5780, or via e-mail to [johnel@mansfieldisd.org](mailto:johnel@mansfieldisd.org). Changes may also be made by resubmitting a Bidder's Application.

Thank you for your interest in Mansfield ISD. We look forward to working with you and your company in the future.

Sincerely,

Shelley Freeman  
Director of Purchasing



# MANSFIELD ISD BIDDER'S APPLICATION

## Purchasing Department

1920 N. Main Street \* Mansfield \* Texas \* 76063 \* 817-299-6090 \* Fax 817-473-5780

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Tax ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Organization:  Individual  Corp.

LLC  Partnership  Non-Profit  Other

If Other: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Email: \_\_\_\_\_

Number of years in business: \_\_\_\_\_

Website: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Print or Type Name and Title

### Bid Commodities and/or Services List (Please check all those that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> After School Childcare   | <input type="checkbox"/> Forklift                    | <input type="checkbox"/> Police Supplies      |
| <input type="checkbox"/> Alarm Systems            | <input type="checkbox"/> Formal Wear                 | <input type="checkbox"/> Portable Toilets     |
| <input type="checkbox"/> Appliances               | <input type="checkbox"/> Fuel                        | <input type="checkbox"/> Printers             |
| <input type="checkbox"/> Architecture/Engineering | <input type="checkbox"/> Fundraising                 | <input type="checkbox"/> Printing             |
| <input type="checkbox"/> Armored Car              | <input type="checkbox"/> Furniture                   | <input type="checkbox"/> Radios               |
| <input type="checkbox"/> Art Supplies             | <input type="checkbox"/> Gas Lease                   | <input type="checkbox"/> Real Estate/Lease    |
| <input type="checkbox"/> Asbestos Removal         | <input type="checkbox"/> General Contractor          | <input type="checkbox"/> Records Storage      |
| <input type="checkbox"/> Asphalt                  | <input type="checkbox"/> General Instructional       | <input type="checkbox"/> Recruitment          |
| <input type="checkbox"/> Athletics                | <input type="checkbox"/> General Off/School Supplies | <input type="checkbox"/> Relocation Portables |
| <input type="checkbox"/> Auctioneers              | <input type="checkbox"/> Graduation Supplies         | <input type="checkbox"/> Rental Vehicles      |
| <input type="checkbox"/> AV Equipment             | <input type="checkbox"/> Grease/Sand Trap            | <input type="checkbox"/> Restoration/Cleanup  |
| <input type="checkbox"/> AV Repair                | <input type="checkbox"/> Grounds Parts & Supplies    | <input type="checkbox"/> Retirement Benefits  |
| <input type="checkbox"/> Awards                   | <input type="checkbox"/> Gym Floor Refinishing       | <input type="checkbox"/> Risk Management      |
| <input type="checkbox"/> Background Screening     | <input type="checkbox"/> Gym Flooring                | <input type="checkbox"/> Roofing              |
| <input type="checkbox"/> Band Instruments         | <input type="checkbox"/> Hazardous Waste             | <input type="checkbox"/> ROTC Supplies        |
| <input type="checkbox"/> Band Uniforms            | <input type="checkbox"/> Heavy Duty Mobile Lift      | <input type="checkbox"/> Science              |
| <input type="checkbox"/> Bank Depository          | <input type="checkbox"/> High Pressure Water Jetting | <input type="checkbox"/> Scoreboards          |
| <input type="checkbox"/> Bottled Water            | <input type="checkbox"/> HVAC Filters                | <input type="checkbox"/> Security Guard       |

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|---|---|---|
| <input type="checkbox"/> Bread                        | <input type="checkbox"/> HVAC Parts & Supplies      | <input type="checkbox"/> Security System & Equipment  |
| <input type="checkbox"/> Bus Body Repair              | <input type="checkbox"/> Ice Machines               | <input type="checkbox"/> Sewing Machines              |
| <input type="checkbox"/> Buses                        | <input type="checkbox"/> ID Tags/Equipment          | <input type="checkbox"/> Shelving                     |
| <input type="checkbox"/> Cabling/Networking           | <input type="checkbox"/> Insurance                  | <input type="checkbox"/> Signs                        |
| <input type="checkbox"/> Canopies                     | <input type="checkbox"/> Intercom & Master Clock    | <input type="checkbox"/> Small App & Kitchen Repair   |
| <input type="checkbox"/> Catering                     | <input type="checkbox"/> Irrigation Supplies        | <input type="checkbox"/> Snack Food                   |
| <input type="checkbox"/> Cell Phone                   | <input type="checkbox"/> Journalism Supplies        | <input type="checkbox"/> Social Studies               |
| <input type="checkbox"/> Charter Bus                  | <input type="checkbox"/> Kitchen Cleaning Supplies  | <input type="checkbox"/> Soda                         |
| <input type="checkbox"/> Classroom Furniture          | <input type="checkbox"/> Kitchen Equipment          | <input type="checkbox"/> Spirit Wear                  |
| <input type="checkbox"/> Clinic                       | <input type="checkbox"/> Kitchen Smallwares         | <input type="checkbox"/> Sport Lighting               |
| <input type="checkbox"/> Computer Hardware & Software | <input type="checkbox"/> Law Enforcement Uniforms   | <input type="checkbox"/> Staff/Inservice              |
| <input type="checkbox"/> Concessions                  | <input type="checkbox"/> Letter Jackets             | <input type="checkbox"/> Stage Curtains               |
| <input type="checkbox"/> Construction Management      | <input type="checkbox"/> Library Books              | <input type="checkbox"/> Store Discount               |
| <input type="checkbox"/> Copy Paper                   | <input type="checkbox"/> Library Furniture          | <input type="checkbox"/> Swimming Pool Chemicals      |
| <input type="checkbox"/> Couriers                     | <input type="checkbox"/> Library Security           | <input type="checkbox"/> Swimming Pool Supplies       |
| <input type="checkbox"/> Custodial Chemicals          | <input type="checkbox"/> Lift Gate                  | <input type="checkbox"/> Telephone                    |
| <input type="checkbox"/> Custodial Equipment          | <input type="checkbox"/> Lighting                   | <input type="checkbox"/> Temporary Staffing           |
| <input type="checkbox"/> Custodial Management         | <input type="checkbox"/> Lockers                    | <input type="checkbox"/> Textbooks                    |
| <input type="checkbox"/> Custodial Paper & Plastics   | <input type="checkbox"/> Maintenance                | <input type="checkbox"/> Timing System                |
| <input type="checkbox"/> Custodial Service            | <input type="checkbox"/> Marker Boards              | <input type="checkbox"/> Tire Recapping               |
| <input type="checkbox"/> Custodial Supplies           | <input type="checkbox"/> Math Supplies              | <input type="checkbox"/> Tires                        |
| <input type="checkbox"/> Dairy                        | <input type="checkbox"/> Mats                       | <input type="checkbox"/> Tractors                     |
| <input type="checkbox"/> Document Shredders           | <input type="checkbox"/> Mops                       | <input type="checkbox"/> Trailer                      |
| <input type="checkbox"/> Door & Door Hardware         | <input type="checkbox"/> Moving Service             | <input type="checkbox"/> Trainer                      |
| <input type="checkbox"/> Drill Team/Cheerleader       | <input type="checkbox"/> Mowing Services            | <input type="checkbox"/> Training                     |
| <input type="checkbox"/> Drug Testing                 | <input type="checkbox"/> MSMA                       | <input type="checkbox"/> Transportation               |
| <input type="checkbox"/> Electrical Parts & Service   | <input type="checkbox"/> Murals                     | <input type="checkbox"/> Travel Agency                |
| <input type="checkbox"/> Elementary Supplies          | <input type="checkbox"/> Musical Inst & Repair      | <input type="checkbox"/> Truck                        |
| <input type="checkbox"/> Elevator Service             | <input type="checkbox"/> Notary                     | <input type="checkbox"/> Truck Rental                 |
| <input type="checkbox"/> Energy Provider              | <input type="checkbox"/> Office Equipment & Copiers | <input type="checkbox"/> Uniforms                     |
| <input type="checkbox"/> Environmental Testing        | <input type="checkbox"/> Office Furniture           | <input type="checkbox"/> Vehicles                     |
| <input type="checkbox"/> Entertainment                | <input type="checkbox"/> Office Supplies            | <input type="checkbox"/> Vending                      |
| <input type="checkbox"/> ESL                          | <input type="checkbox"/> Outdoor Signs              | <input type="checkbox"/> Vent-a-Hood Cleaning         |
| <input type="checkbox"/> Excavation                   | <input type="checkbox"/> Periodicals                | <input type="checkbox"/> Waste                        |
| <input type="checkbox"/> Fencing                      | <input type="checkbox"/> Pest Control               | <input type="checkbox"/> Weed Control                 |
| <input type="checkbox"/> Financial Software           | <input type="checkbox"/> Photography                | <input type="checkbox"/> Window Cleaning              |
| <input type="checkbox"/> Financing Institutions       | <input type="checkbox"/> Piano Tuning               | <input type="checkbox"/> Window Treatments            |
| <input type="checkbox"/> Fine Arts (Music/Theatre)    | <input type="checkbox"/> Pianos                     | <input type="checkbox"/> Yearbook Production          |
| <input type="checkbox"/> Fire Alarms                  | <input type="checkbox"/> Playground                 | <input type="checkbox"/> If other, please list below: |
| <input type="checkbox"/> Flooring                     | <input type="checkbox"/> Plumbing Parts & Supplies  |   |
| <input type="checkbox"/> Food                         | <input type="checkbox"/> Police Car                 |   |