



HOW TO DO BUSINESS WITH MANSFIELD ISD

Purchasing Department

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

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. 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"/> Bread | <input type="checkbox"/> Custodial Paper & Plastics |
| <input type="checkbox"/> Alarm Systems | <input type="checkbox"/> Bus Body Repair | <input type="checkbox"/> Custodial Service |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Buses | <input type="checkbox"/> Custodial Supplies |
| <input type="checkbox"/> Architecture/Engineering | <input type="checkbox"/> Cabling/Networking | <input type="checkbox"/> Dairy |
| <input type="checkbox"/> Armored Car | <input type="checkbox"/> Canopies/Awnings | <input type="checkbox"/> Document Shredders |
| <input type="checkbox"/> Art Supplies | <input type="checkbox"/> Catering | <input type="checkbox"/> Door & Door Hardware |
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Drill Team/Cheerleader |
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Charter Bus | <input type="checkbox"/> Drug Testing |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Classroom Furniture | <input type="checkbox"/> Electrical Parts/Supplies/Service |
| <input type="checkbox"/> Auctioneers | <input type="checkbox"/> Clinic | <input type="checkbox"/> Elementary Supplies |
| <input type="checkbox"/> AV Equipment & Supplies | <input type="checkbox"/> Computer HW/SW/Peripherals | <input type="checkbox"/> Elevator Service |
| <input type="checkbox"/> AV Repair | <input type="checkbox"/> Concessions | <input type="checkbox"/> Energy Provider |
| <input type="checkbox"/> Awards | <input type="checkbox"/> Construction Management | <input type="checkbox"/> Environmental Testing |
| <input type="checkbox"/> Background Screening | <input type="checkbox"/> Copy Paper | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Band Instruments | <input type="checkbox"/> Couriers | <input type="checkbox"/> ESL |
| <input type="checkbox"/> Band Uniforms | <input type="checkbox"/> Custodial Chemicals | <input type="checkbox"/> Excavation |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Custodial Equipment | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Bottled Water | <input type="checkbox"/> Custodial Management | <input type="checkbox"/> Financial Software |

- | | | |
|--|---|---|
| <input type="checkbox"/> Fire Alarms | <input type="checkbox"/> Marker Boards | <input type="checkbox"/> Shelving |
| <input type="checkbox"/> Fine Arts Supplies | <input type="checkbox"/> Math Supplies | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Flags | <input type="checkbox"/> Mats | <input type="checkbox"/> Small App & Kitchen Repair |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Mops | <input type="checkbox"/> Snack Food |
| <input type="checkbox"/> Food | <input type="checkbox"/> Moving Service | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Formal Wear | <input type="checkbox"/> Mowing Service | <input type="checkbox"/> Soda |
| <input type="checkbox"/> Fuel | <input type="checkbox"/> Murals | <input type="checkbox"/> Special Education Supplies |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Musical Instruments & Repair | <input type="checkbox"/> Spirit Wear |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Natatorium | <input type="checkbox"/> Sport Lighting |
| <input type="checkbox"/> Gas Lease | <input type="checkbox"/> Notary | <input type="checkbox"/> Sprinkler Systems |
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Office Equipment & Copiers | <input type="checkbox"/> Staff/Inservice |
| <input type="checkbox"/> General Instructional | <input type="checkbox"/> Office Furniture | <input type="checkbox"/> Stage Curtains |
| <input type="checkbox"/> Glass/Glass Replacement | <input type="checkbox"/> Office Supplies | <input type="checkbox"/> Store Discount |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Periodicals | <input type="checkbox"/> Student Insurance |
| <input type="checkbox"/> Graduation Supplies | <input type="checkbox"/> Pest Control | <input type="checkbox"/> Surveillance |
| <input type="checkbox"/> Grease/Sand Trap | <input type="checkbox"/> Piano Tuning | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Grounds Parts & Supplies | <input type="checkbox"/> Pianos | <input type="checkbox"/> Temporary Staffing |
| <input type="checkbox"/> Gym Floor Refinishing | <input type="checkbox"/> Playground | <input type="checkbox"/> Textbooks |
| <input type="checkbox"/> Gym Flooring | <input type="checkbox"/> Plumbing Parts & Supplies | <input type="checkbox"/> Timing System |
| <input type="checkbox"/> Hazardous Waste | <input type="checkbox"/> Police Car | <input type="checkbox"/> Tire Recapping |
| <input type="checkbox"/> Heavy Duty Mobile Lift | <input type="checkbox"/> Police Supplies | <input type="checkbox"/> Tires |
| <input type="checkbox"/> High Pressure Water Jetting | <input type="checkbox"/> Portable Buildings | <input type="checkbox"/> Tractors/Forklifts |
| <input type="checkbox"/> HVAC Parts & Supplies | <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Trailer |
| <input type="checkbox"/> Ice Machines | <input type="checkbox"/> Printers | <input type="checkbox"/> Trainer |
| <input type="checkbox"/> ID Tags/Equipment | <input type="checkbox"/> Printing Services | <input type="checkbox"/> Training |
| <input type="checkbox"/> Insurance Agency Services | <input type="checkbox"/> Radios | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Intercom & Master Clock | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Travel Agency |
| <input type="checkbox"/> Irrigation Supplies | <input type="checkbox"/> Records Storage | <input type="checkbox"/> Truck |
| <input type="checkbox"/> Journalism Supplies | <input type="checkbox"/> Recruitment | <input type="checkbox"/> Truck Rental |
| <input type="checkbox"/> Kitchen Cleaning Supplies | <input type="checkbox"/> Relocation Portables | <input type="checkbox"/> Uniforms |
| <input type="checkbox"/> Kitchen Equipment | <input type="checkbox"/> Rental Vehicles | <input type="checkbox"/> Vehicles |
| <input type="checkbox"/> Kitchen Smallwares | <input type="checkbox"/> Restoration/Cleanup | <input type="checkbox"/> Vending |
| <input type="checkbox"/> Law Enforcement Uniforms | <input type="checkbox"/> Retirement Benefits | <input type="checkbox"/> Vent-a-Hood Cleaning |
| <input type="checkbox"/> Letter Jackets | <input type="checkbox"/> Risk Management | <input type="checkbox"/> Waste |
| <input type="checkbox"/> Library Books | <input type="checkbox"/> Roofing | <input type="checkbox"/> Weed Control |
| <input type="checkbox"/> Library Furniture | <input type="checkbox"/> ROTC Supplies | <input type="checkbox"/> Window Cleaning |
| <input type="checkbox"/> Library Security | <input type="checkbox"/> School Supplies | <input type="checkbox"/> Window Treatments |
| <input type="checkbox"/> Lift Gate | <input type="checkbox"/> Science Supplies | <input type="checkbox"/> Yearbook Production |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Security Guard Service | <input type="checkbox"/> If other, please list below: |
| <input type="checkbox"/> Lockers | <input type="checkbox"/> Security System & Equipment | |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Sewing Machines | |