

**SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
GENERAL REQUIREMENTS AND CONDITIONS**

**BID ITEM: CNP WAREHOUSE WALK-IN COOLER/FREEZER**

**BID NO.: BV-1208-WICCNP**

**A. OPENING SEALED BIDS:**

- (1) All sealed bids shall be received in the office of the Business Department, 240 N. Crockett, San Benito, Texas, 78586, where they will be opened publicly on the date and at the time as advertised (Refer to Invitation to Bid). Bids shall be opened by the administrators of the Purchasing and Business Office; at least two administrators shall be present at the bid opening.
- (2) The closing time for sealed bids is final. Bids received after the closing time will not be opened or considered. (See Invitation to Bid).
- (3) Submitted bids are final and may not be altered. Vendors may, however, submit sealed alternative bids before the closing time to substitute prices on their formal bid, in which case only the substitute prices on their formal bid will be considered.
- (4) No bid can be withdrawn after opening without approval of the administrator of the Business Department based upon a written acceptable reason.

**B. BID QUOTATION FORM:**

- (1) Bids should be submitted on the form provided. Each bid shall be placed in a separate envelope, sealed and properly identified with the bid title, number and the time and date to be opened.
- (2) Bids must show the full name and address of the bidder if different than name and address shown on the bid request. Failure to manually sign bid will disqualify it. Person signing bid should show title of authority to bind their firm to a contract.
- (3) Bid cannot be altered or amended after opening time. Any alternations made before opening time must be signed by the bidder or his agent. Withdrawal of a bid, or failure to honor a bid, may result in the deletion of the company from future bid requests.
- (4) Prices should be F.O.B. Destination, inside delivery. If otherwise, they must show the exact or estimated cost to deliver.
- (5) **Delivery:** Bid must show the number of days required to deliver the articles to the specified location under normal conditions after receipt of an order. Failure to state the delivery time obligates the bidder to make delivery in 14 calendar days. Tailgate delivery to school locations are not acceptable. Delivery shall be made during normal working hours unless prior approval has been obtained from the District.
- (6) **Installation:** The successful bidder shall provide the following services and requirements at no additional cost above the initial bid price on machinery or furniture: provide transportation of the items to the building, locating the items in the proper location within the building, uncrating, completing assembly and adjustment by a trained installation mechanic and removing all debris. Machinery is to be complete and made ready for electrical and/or fluid service connection by the School District. After connection, the machine is ready, started, checked and malfunction for the equipment is corrected. All materials, equipment and labor to place machinery in top operating condition or to fully assemble furniture must be provided.
- (7) Unit price on quantity specified must be bid, extended and total shown. In case of errors in extension, unit price shall govern.
- (8) Bid prices must be firm for acceptance 60 days from bid opening date.
- (9) The District is exempt from Federal Excise Tax, State Tax and Local Tax. Tax is not included in bid. If it is determined that tax was included in the bid, it will not be included in the tabulation or any awards. Tax exemption certificated will be furnished upon request.

**C. ITEMS BID INSTRUCTION:**

- (1) Any catalog, brand name or manufacturer's reference or specifications used in the bid request is descriptive not restrictive. It is intended to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference specifications, bids must show manufacturer, brand, model, etc. of article offered. If other than brand(s) specified is offered, complete descriptive information of each article being bid should be included with the bid. If bidder takes no exception to specifications of reference data, he will be required to furnish brand names, models, etc. as specified.
- (2) Samples, when requested, must be furnished at no cost to the District. If not destroyed in examination, they will be returned to the bidder upon request at his expense. Each sample, when requested, should be marked with bidders name and item number on the bid. Bid must not be enclosed in or attached to sample.
- (3) All items bid must be new, in excellent condition, including containers suitable for shipment and storage, unless, otherwise indicated on the bid.

**D. BID PROPOSALS/APPROVAL:**

- (1) All accepted bids will be tabulated and awarded as provided under Approval/Awarding of Bids.
- (2) All contracts of personal property in excess of \$25,000.00 shall require Board approval.
- (3) After the bids have been opened and tabulated they will be available for those interested to copy or study; they shall not, however, be removed from the Purchasing Department.
- (4) If no acceptable bids are received, the proposed acquisition will be re-advertised seeking an acceptable bid.
- (5) The District reserves the right to accept or reject all or any bid, waive minor technicalities and award the bid to best serve the interest of the District.
- (6) The District reserves the right to purchase additional articles as listed on this bid subject to verification of the same or lower prices and conditions as bid.
- (7) All items quoted must conform to appropriate Local, State and Federal ordinances, statutes and regulations governing the sale and utilization of the items.

**E. ON ALL BUILDING OR CONSTRUCTION CONTRACTS:**

The district shall require the contractor to certify in writing that he provides workers' compensation insurance coverage for each employee of the contractor employed on the public project. And the district shall require from the general contractor a certificate of workers compensation coverage of his subcontractors, if any, relating to coverage of his subcontractor's employees

**SPECIFIC INSTRUCTIONS IN THE SPECIFICATION SECTION OF THIS BID INVITATION WILL TAKE PRECEDENCE OVER THESE GENERAL REQUIREMENTS AND CONDITIONS.**

Revised 3/1/98