



23-24 4E000

Photocopiers/Duplicators: Supplies/Equipment

Issue Date: 6/1/2023

Response Deadline: 7/20/2023 10:00 AM (CT)

Goodbuy

Contact Information

Contact: Sherri Fitzpatrick
Address: GoodBuy Purchasing Cooperative
ESC Region 2
2-022
209 N. Water St.
Corpus Christi, TX 78401-2528
Phone: 1 (361) 561-8481
Fax: (361) 561-8535
Email: sherri.fitzpatrick@esc2.us

Event Information

Number: 23-24 4E000
Title: Photocopiers/Duplicators: Supplies/Equipment
Type: Invitation to Bid
Issue Date: 6/1/2023
Response Deadline: 7/20/2023 10:00 AM (CT)
Notes: The intent of this bid is to establish "catalog" contract(s) for Photocopiers/Duplicator: Supplies/Equipment only. Contract Term Dates: 9/1/23-8/31/24

Bid Attachments

Goodbuy Service Terms and Conditions 2 percent 9-2019.docx

[Download](#)

Goodbuy Service Terms and Conditions 2 percent 9-2019.docx

W-9.docx

[Download](#)

W-9

ESC Regional Map.docx

[View Online](#)

Texas Education Service Center Region Map

Edgar-Vendor-Certification-Form 9-2019.pdf

[View Online](#)

Edgar-Vendor-Certification-Form 9-2019.pdf

Goodbuy CIQ_Form_1295 (2).doc

[Download](#)

Goodbuy CIQ_Form_1295

Requested Attachments

Texas Education Service Center Region Map

(Attachment required)

Please review, sign, and upload

Goodbuy CIQ Form 1295

(Attachment required)

Please read and upload form

Price List

Other

W9

(Attachment required)

Edgar Vendor Certification Form

(Attachment required)

Please review, sign and upload all pages

Bid Attributes

1

Terms & Conditions Acknowledgement

See the Attachments Tab for the Terms and Conditions document. Please check the box to indicate that you have read, understand and agree to all terms and conditions.

☐ I agree

(Required: Check if applicable)

2 \$50 Administrative Fee**\$50 Administrative Fee**

Please check the box to indicate that you will submit the \$50 non-refundable Administrative Fee. This fee is payable via credit card, cash, or check which should be received prior to the bid opening date and made out to: Education Service Center, Region 2. Please mail check payments only to: GoodBuy Purchasing Cooperative, 209 N Water St. Room 2-054, Corpus Christi, TX 78401. Please call (361) 561-8481 to make a credit card payment or use the link in Question 3 below, when paying by credit card please include the name of your company and the bid number in the description.

☐ Agree

(Required: Check if applicable)

3 <http://www.business.esc2.net>

ADMINISTRATIVE BID FEE PAYMENT IS DUE WITHIN 48 HOURS OF BID CLOSING. No exceptions will be made for payments postmarked or received after that time. Click on the link below, scroll down to the PayPal section then go to the Specify Payment boxes. Enter the words "Bid fee", the contract number followed by your company name in the Description field and \$50 in the Amount field. From there, you will be taken to additional screens to input your credit card and contact information, a receipt be sent via e-mail. [Charge Credit Card Here](#)

4 Contact Name

Enter your company contact person's name in the field provided.

(Required: Maximum 1000 characters allowed)

5 Telephone Number

Enter the contact person's telephone number in the field provided.

(Required: Maximum 1000 characters allowed)

6 E-mail Address

Enter the contact person's e-mail address in the field provided.

(Required: Maximum 1000 characters allowed)

7 Felony Conviction Notification

State of Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony". Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract". ***THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.*** The vendor must certify the information concerning notification of felony convictions was reviewed, and the information furnished is true to the best of their knowledge.

☐ Owner/Operator HAS NOT been convicted of a felony.

☐ Owner/Operator HAS been convicted of a felony. ☐ N/A - Publicly Traded Company

(Required: Check only one)

8 Form W-9 Request for Taxpayer Identification Number and Certification

Please fill out attached copy of Form W-9 Request for Taxpayer Identification Number and Certification

☐ Agree

(Required: Check if applicable)

9 Texas HB 1295

PLEASE CONFIRM YOU HAVE READ, UNDERSTAND AND AGREE TO THE FOLLOWING: all contracts entered in, on or after Jan. 1, 2016, the Texas Government Code Ch. 2252 §908 and Texas Education Code Ch. 51 §954 (H.B. 1295) provides that a Texas governmental entity or state agency may not enter into a contract that either: (1) requires an action or vote by the governing body of the entity or agency; or (2) has a value of at least \$1 million, unless the business entity submits a disclosure of interested parties to the governmental entity or state agency. The Texas Ethics Commission (Commission) has adopted a Certificate of Interested Parties form and adopted rules requiring the business entity to file Form 1295 electronically with the Commission. The Goodbuy Purchasing Cooperative, as a collective of various local governmental entities that have jointly agreed to purchase goods or services, is not considered a business entity under this law (1 Tex. Admin. Code 46.3(b)). As a business entity, vendors may be required, for certain purchases and contracts from Goodbuy Purchasing Cooperative members, to file disclosures under Texas Government Code Chapter 2252 directly with the Member who requests one. It is the responsibility of vendors to determine the applicability of, and comply with, all disclosure laws including Chapter 2252. Disclosures will not be handled by the Goodbuy Purchasing Cooperative administration.

☐ Agree

(Required: Check if applicable)

10 Edgar Vendor Certification Form

Please read, review, and sign the attached Edgar Vendor Certification form then include in your Response Attachments.

☐ Agreed

(Optional: Check if applicable)

11 Affidavit of Compliance with Texas Family Code Provision

As per **Section 14.52** of the **Texas Family Code**, added by **S.B. 84, Acts, 73rd Legislature, R.S. (1993)** all bidders must complete and submit with the bid the following affidavit:

I, the undersigned to hereby acknowledge that NO sole proprietor, partner, majority shareholder of a corporation, or an owner of 10% or more of another business entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement. I understand that under this provision, a sole proprietorship, partnership, corporation or other entity in which a sole proprietor, partner, majority shareholder or a corporation, or an owner of 10% or more of another entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement is NOT eligible to bid or receive a state contract.

☐ I agree

(Required: Check if applicable)

1 Texas SB 252

2

PLEASE CONFIRM YOU HAVE READ, UNDERSTAND AND AGREE TO THE FOLLOWING: All contracts entered into, on or after Sept. 1, 2017 under the Texas Government Code, Ch. 2252, §1, Subchapter F provides that a Texas governmental entity or state agency may not enter into a contract with a company that is identified on a list prepared and maintained under §§ 806.051, 807.051 or 2252.153 153 (PERTAINING TO PROHIBITION OF GOVERNMENTAL ENTITIES FROM ENGAGING IN CONTRACTS WITH COMPANY DOING BUSINESS WITH IRAN, SUDAN, OR A FOREIGN TERRORIST ORGANIZATION). The Comptroller shall prepare and maintain, and make available to each governmental entity a list of companies known to have contracts with, or provide supplies and services to a foreign terrorist organization.

☐ Agree

(Required: Check if applicable)

1 Texas HB 89

3

PLEASE CONFIRM YOU HAVE READ, UNDERSTAND AND AGREE TO THE FOLLOWING: All contracts entered into, on or after Sept. 1, 2017 under the Texas Government Code, Subtitle F, Title 10, §§2270 and 808 provide that a Texas governmental entity or state agency may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it DOES NOT BOYCOTT ISRAEL AND WILL NOT BOYCOTT ISRAEL during the term of the contract. This section applies only to a contract that: (1) is between a government entity and a company with 10 or more full-time employees; and (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity. Boycott Israel means refusing to deal with, terminating business activities with or otherwise taking any action that is intended to penalize, inflict economic harm on or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. Such verification would be requested directly by the programs' members to any Awarded Vendors.

☐ Agree

(Required: Check if applicable)

1 Certification of Residency

4

Is your primary place of business located in the State of Texas? The State passed a law concerning non-resident bidders (Texas Education Code, Ch. 2252, Subchapter A. This law makes it necessary for Goodbuy Purchasing Cooperative to determine the residency of its bidders. In part, this law reads as follows: Section 2252.001, Subchapter 3: "Non-resident Bidder" refers to a person who is not a resident. Subchapter 4: "Resident Bidder" refers to a person whose principal place of business is in this state, including a Bidder or Contractor whose ultimate parent company or majority owner has its principal place of business in this state. Section 2252.002: "A governmental entity may not award a governmental contract to a non-resident bidder unless the non-resident bidder underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the non-resident bidder to obtain a comparable contract in the state in which the non-residents principal place of business is located."

☐ Yes ☐ No

(Required: Check only one)

1 Certification of Residency

5

If your primary place of business is located in the State of Texas, please enter the city name.

(Optional: Maximum 1000 characters allowed)

1 Certification of Residency

6

If your primary place of business is not located in the State of Texas, please indicate the city and state in the field provided.

(Optional: Maximum 1000 characters allowed)

1
7**Suspension or Debarment Certification**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred, or whose principals are suspended or debarred. Covered transactions include the procurement for goods or services equal to or in excess of \$100,000. Contractors receiving individual awards for \$100,000.00 or more, and all sub-recipients must certify that the organization and its principals are not suspended or debarred. By submitting this proposal and electronically signing the agreement, the bidder: 1. certifies that the owner/operator has not been convicted of a felony except as indicated on a separate attachment to this offer, in accordance with Sec. 44.034, Texas Education Code, and 2. certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule(.36)

☐ I agree*(Required: Check if applicable)*1
8**CERTIFICATION OF NON-COLLUSION STATEMENT**

Vendor certifies under penalty of perjury that its response to the procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation, or other business or legal entity.

☐ Agree*(Required: Check if applicable)*1
9**DECLARATION OF COMPLIANCE**

Respondent has carefully examined all instructions, requirements, specifications, terms and conditions of this RFP and certifies that: The Respondent entity named below; that is authorized to agree to this Proposal Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity, if any, named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Proposal as required by this RFP, and has the requisite authority to execute an Agreement on behalf of Respondent. I have read the Request for Proposal on which our Proposal is submitted with full knowledge of the requirements, and do hereby agree to furnish all services in full accordance with the requirements outlined in the Request for Proposal. further certify on behalf of my organization and represent to the Goodbuy Purchasing Cooperative that Respondent has not offered, conferred or agreed to confer any pecuniary benefit, as defined by TEXAS PENAL CODE ANN.§ 218, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this proposal; the Respondent also certifies and represents that Respondent has not offered, conferred or agreed to confer a pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal; the Respondent certifies and represents that Respondent has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Goodbuy Purchasing Cooperative concerning this proposal on the basis of any consideration not authorized by law; the Respondent also certifies and represents that Respondent has not received any information not available to other Respondent so as to give the undersigned a preferential advantage with respect to this proposal; the Respondent further certifies and represents that Respondent has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Respondent will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Goodbuy Purchasing Cooperative in return for the person having exercised the person's official discretion, power or duty with respect to this proposal; the Respondent certifies and represents that it has not nor and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Goodbuy Purchasing Cooperative in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal. Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

☐ Agree*(Required: Check if applicable)*

2
0**Public Disclosure Laws**

PLEASE CONFIRM YOU HAVE READ, UNDERSTAND AND AGREE TO THE FOLLOWING: All proposals, forms, documentation, or other materials submitted by vendor to The Goodbuy Purchasing Cooperative in response to this bid submission may be subject to the disclosure requirements of the Texas Public Information Act (Texas Government Code chapter 552.001, et.seq.) or similar disclosure law. I understand that if any of my proposal is considered confidential or proprietary, I am required to provide in writing to The Goodbuy Purchasing Cooperative notice of all such items. Further, by submitting a Proposal, vendor acknowledges that The Goodbuy Purchasing Cooperative and its Administrator will disclose information when required by law.

☐ Agreed*(Required: Check if applicable)*2
1**Copyright Information**

Does your Proposal (including forms, documentation, or other materials submitted with this proposal) contain copyright information?

☐ No ☐ Yes*(Required: Check only one)*2
2**Copyright Information**

If you responded "Yes", identify below the specific documents or pages containing copyright information. If you selected no above please put N/A

*(Required: Maximum 1000 characters allowed)*2
3**Consent to Release Confidential/Proprietary/Copyright Information to Goodbuy Members**

If you identified information on this form as confidential, proprietary, or subject to copyright, and you are awarded a Goodbuy Purchasing Cooperative contract, your acceptance of The Goodbuy Purchasing Cooperative contract award constitutes your consent to the disclosure of such information, including posting of such information on the The Goodbuy Purchasing Cooperative website. Note: Neither the Cooperative nor its Administrator will be responsible for the use or distribution of information by The Goodbuy Purchasing Cooperative members or any other party.

☐ Agreed*(Required: Check if applicable)*2
4**Consent to Release Proposal Tabulation**

Notwithstanding anything in this Confidential/Proprietary Information form to the contrary, by submitting a Proposal, Vendor consents and agrees that, upon Contract award, the Cooperative may publicly release, including posting on the public Goodbuy Purchasing Cooperative website, a copy of the proposal tabulation for the Contract including Vendor name; proposed catalog/pricelist name(s); proposed percentage discount(s), hourly labor rate(s), or other specified pricing; and Vendor award or non-award information.

☐ Agreed*(Required: Check if applicable)*

2
5**2% Agreement**

Goodbuy Purchasing Cooperative exists to reduce liability when our members procure goods and/or services. Because of the types of funding they receive, school districts, city and county governmental entities, universities, colleges and other organizations use cooperatives to avoid the expense and time of complying with Texas State Bid Law. Such expenses include: newspaper advertisements, executing bid openings, contract management, vetting vendors and miscellaneous record keeping. Since many of our members are small and do not have a dedicated purchasing staff or person, cooperatives help them tremendously when procuring good and/or services. The 2% participation fee is what funds Goodbuy Purchasing Cooperative and keeps it functioning. The Vendor agrees to remit the 2% participation requirement fee to the Goodbuy Purchasing Cooperative upon receipt of our invoices generated from the monthly sales reports you submit for all business done in a given month with any and all members.

☐ I agree*(Required: Check if applicable)*2
6**Pricing**

As per the attached Terms and Conditions #10 - Bid prices must be firm for acceptance for at least 90 days from bid opening date, unless otherwise specified in this Bid Invitation or in the Bidder's response. All request for changes must be made in written format through email to goodbuy.esc2.net

☐ Agree*(Required: Check if applicable)*2
7**Sales Leads**

PLEASE CONFIRM YOU HAVE READ, UNDERSTAND AND AGREE TO THE FOLLOWING (NO exceptions will be made): The GoodBuy Purchasing Cooperative was created to assist members in purchasing compliantly within local, state and federal procurement laws. GoodBuy does not claim to generate sales leads. Regardless of where the business was developed, if Member originates a purchase order under the assumption they are covered by the Cooperative's contract, the 2% participation fee applies.

☐ I agree*(Required: Check if applicable)*2
8**Deviations**

Goodbuy will not accept any deviation that includes any form of the language, "Goodbuy contract number must be noted on purchase order at time of purchase, otherwise Vendor does not agree to pay the 2% participation fee". This deviation will result in disqualification for contract award.

☐ Agree*(Required: Check if applicable)*2
9**Sales Minimum**

All Goodbuy awarded vendors must report a minimum of \$5,000 sales per contract. Failure to do so may jeopardize any future contract awards with the Goodbuy Purchasing Cooperative.

☐ Agree*(Required: Check if applicable)*3
0**Monthly Sales Report Contact Information**

Please provide the name, email address, and contact phone number of the person responsible for submitting the 2% participation fee and supporting documentation of the Monthly Sales Report to the Goodbuy Purchasing Cooperative.

(Required: Maximum 1000 characters allowed)

**3
1 Monthly Sales Report Agreement**

The Vendor hereby agrees to submit a monthly sales report of all Goodbuy member purchases made in any given month by the tenth (10th) business day of each month from participating members. This report must be submitted, even if the sales amount is zero, in order to remain in compliance with the contract terms. Failure to submit the required sales reports may result in a contract cancellation. The amount you will be invoiced for your 2% Participation Fee will be based on this report. Monthly Sales Reports must include all of the following: date; Member's company name; purchase order number or other identifying information from Member; invoice total; and invoice number. Please e-mail your submission by the 10th of the following month to: goodbuy@esc2.net.

☐ I agree

(Required: Check if applicable)

**3
2 Additional Discounts for Bulk Quantities**

Are you offering any discounts to GoodBuy members for bulk quantities? If so, please note this information in the Bidder Response to Buyer on the last page of the bid prior to your signing, dating and submitting to us.

☐ Yes

(Optional: Check if applicable)

**3
3 Catalog Information**

Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any.

(Required: Maximum 1000 characters allowed)

Bid Lines**1 Photocopiers/Duplicators: Supplies/Equipment - Please submit any discounts for materials or equipment being offered to our members. THIS BID DOES NOT PROVIDE FOR SERVICE.**

(Response required)

Quantity: 1 UOM: EA

Total: %

Item Notes: Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may add notes as needed.

☐ Additional notes
(Attach separate sheet)

Supplier Notes:

2 Photocopiers/Duplicators: Supplies/Equipment - Please submit any discounts for materials or equipment being offered to our members. THIS BID DOES NOT PROVIDE FOR SERVICE.

Quantity: 1 UOM: EA

Total: %

Item Notes: Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may add notes as needed.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes:

3 Photocopiers/Duplicators: Supplies/Equipment - Please submit any discounts for materials or equipment being offered to our members. THIS BID DOES NOT PROVIDE FOR SERVICE.

Quantity: 1 UOM: EA

Total: %

Item Notes: Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may add notes as needed.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes: _____

4 Photocopiers/Duplicators: Supplies/Equipment - Please submit any discounts for materials or equipment being offered to our members. THIS BID DOES NOT PROVIDE FOR SERVICE.

Quantity: 1 UOM: EA

Total: %

Item Notes: Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may add notes as needed.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes: _____

5 Photocopiers/Duplicators: Supplies/Equipment - Please submit any discounts for materials or equipment being offered to our members. THIS BID DOES NOT PROVIDE FOR SERVICE.

Quantity: 1 UOM: EA

Total: %

Item Notes: Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may add notes as needed.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes: _____

6 Photocopiers/Duplicators: Supplies/Equipment - Please submit any discounts for materials or equipment being offered to our members. THIS BID DOES NOT PROVIDE FOR SERVICE.

Quantity: 1 UOM: EA

Total: %

Item Notes: Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may add notes as needed.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes: _____

7 Photocopiers/Duplicators: Supplies/Equipment - Please submit any discounts for materials or equipment being offered to our members. THIS BID DOES NOT PROVIDE FOR SERVICE.

Quantity: 1 UOM: EA

Total: %

Item Notes: Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may add notes as needed.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes: _____

8 Photocopiers/Duplicators: Supplies/Equipment - Please submit any discounts for materials or equipment being offered to our members. THIS BID DOES NOT PROVIDE FOR SERVICE.

Quantity: 1 UOM: EA

Total: %

Item Notes: Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may add notes as needed.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes:

9 Photocopiers/Duplicators: Supplies/Equipment - Please submit any discounts for materials or equipment being offered to our members. THIS BID DOES NOT PROVIDE FOR SERVICE.

Quantity: 1 UOM: EA

Total: %

Item Notes: Enter the catalog title, or Universal Resource Locator (URL) if catalog is available online, for each catalog to be included in this bid along with the discount percentage from list price, if any. You may add notes as needed.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes:

10 To add any additional line items, click on the Add Alternate link below with the green plus sign to add as many line items as you need.

Quantity: 1 UOM: EA Unit Price: \$

Total: \$

Supplier Notes:

☐ Alternate specification
(Attach separate sheet)
☐ Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name _____

Signature _____