



# EAGLE MOUNTAIN SAGINAW ISD

Purchasing

1600 Mustang Rock rd.  
Fort Worth, Texas 76179  
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[www.emsisd.com](http://www.emsisd.com)

## HOW TO DO BUSINESS WITH EAGLE MOUNTAIN- SAGINAW INDEPENDENT SCHOOL DISTRICT

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We extend a warm welcome to those wishing to do business with the Eagle Mountain-Saginaw Independent School District (EM-S ISD or the "District"). It is our goal to make our relationship friendly and mutually rewarding. If you sell a commodity or service, you can probably do business with EM-S ISD. Our principal objective is to acquire goods and services at a fair and reasonable price. We are constantly seeking new sources and welcome your participation.

#### COMPETITIVE BID LAW

The EM-S 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 bids or competitive sealed proposals.

The purpose and intent for the competitive bidding 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 EM-S ISD is committed to fair and equal competition among all vendors. In addition, the state competitive bid law does not allow favoritism to be shown to any vendor.

#### HOW TO GET ON EM-S ISD's BID LIST

To ensure your company is included in our bid process, complete the supplier registration on our website [www.emsisd.com](http://www.emsisd.com) / Departments / Purchasing / Online Supplier Registration.

The supplier registration on EM-S ISD's eBid System is used to identify vendors who desire to participate in the competitive bid or proposal process.

This registration 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 are notified of bid opportunities.

Vendor approval status is based on the awarding of bids and proposals.

Suppliers should carefully review the list of commodities and/or services on the online supplier registration and select those commodities that apply.

\*\*The eBid system is self-serve. It is the responsibility of each vendor to maintain and keep updated information on the EM-S ISD eBid site.\*\*

#### SUBMITTING BIDS, COMPETITIVE SEALED PROPOSALS OR REQUEST FOR QUALIFICATIONS

EM-S ISD is now accepting the majority of its bids via the eBid system. In order to view/respond to a bid the supplier must be registered on the EM-S ISD eBid system. For those bids/proposals that are not posted on the eBid system, the specifications will be available to download or print from our website [www.emsisd.com](http://www.emsisd.com) / Departments / Purchasing / Bid Opportunities.

#### BIDS AND COMPETITIVE SEALED PROPOSALS

Bids and competitive sealed proposals are generally used for specific categories with cumulative dollar values of \$50,000.00 or more.

#### RFQ (REQUEST FOR QUALIFICATIONS)

This process is utilized for the procurement of professional services that are not required to be bid (architects, engineers, consultants, etc.).

#### BID DOCUMENT INFORMATION

1. Date, time, and place bid is to be opened. It is absolutely mandatory that all bids be delivered in accordance with those instructions. Bids that are received late are not accepted. Non-electronic bids must be delivered to the EM-S ISD Purchasing Department, 1200 Old Decatur Rd., Business Bldg. #6, Fort Worth, TX 76179, by the date and time specified in the bids. Bids must be sealed when presented to the Purchasing Department. Electronic bids must be successfully submitted online (on the EM-S ISD eBid system) prior to the bid closing date/time.

2. General Requirements and Conditions.

3. Detailed specifications. Many times, brand names, and model numbers are utilized in the bid specifications as a way of communicating minimal requirements of the district. This in no way prevents

a company from bidding alternates; however, all deviations must be stated in the bid document or the bidder will be required to supply the item completely as specified. All alternates must meet or exceed the specifications in order to be considered.

4. Pre-bid meetings. For many bids, pre-bid meetings are a part of the process. This information is included in the bid specification documents. These meetings are an opportunity for bidders and EM-S ISD staff to meet, discuss the bid specifications and ask all questions that are necessary to enable the bidders to prepare their bid response.

5. Questions pertaining to bid specification documents must be submitted in writing to the Purchasing Department to ensure that proper information is included in your bid response and also to insure that all vendors receive the same information. Purchasing is not responsible for information that is provided by other departments.

#### **BID ADVERTISEMENTS**

By state law, notice of the time, date and place where bids will be opened are published in a newspaper. EM-S ISD advertises bids in the Commercial Recorder, a Tarrant County Community newspaper, in accordance with state bid law requirements. Any company or individual, who sees our advertisements and is interested in obtaining a bid specification document, may go to our website and download the document.

#### **BID OPENING PROCEDURES**

All bids are opened promptly on the date and at the time stated in the bid specification document. All interested vendors are invited to attend. All bid openings are public; however, in the case of competitive sealed proposals, only the names of the submitting vendors will be made public at the time of opening. Bid tabulations are available online after the bid is awarded.

#### **BID EVALUATION**

It is the intent of the school district and the EM-S ISD Purchasing Department to obtain the best quality materials at the lowest prices possible. The bid evaluation process will be based on the award criteria established in the bid/proposal document.

#### **BID AWARDS NOTIFICATION**

The EM-S ISD Purchasing Department will issue all official bid award notifications. Award notifications from any other department or staff member of the district may be incorrect information.

#### **PURCHASES**

All purchase commitments by the District will be made via a properly drawn and issued purchase order.

**LQ QI** provide goods/services absent a bona fide, signed purchase order. Deliveries made absent a bona-fide, signed purchase order will be the responsibility of the vendor.

#### **INVOICE AND PAYMENT TERMS**

By law the school district has 30 days after receipt of an invoice to present payment. It is the intent of the school district to pay all invoices promptly as possible; however, by acceptance of an EM-S ISD purchase order you have agreed to the 30 day payment policy.

All invoices are submitted to:  
Eagle Mountain-Saginaw ISD  
Accounts Payable Department  
1600 Mustang Rock rd.  
Fort Worth, TX 76179 (817) 232-0880  
EMSinvoices@ems-isd.net

#### **TAX EXEMPTION**

The EM-S ISD is tax exempt on the basis that it is a governmental entity school district. A tax exemption

#### **PURCHASING COOPERATIVES**

EM-S ISD is a member of numerous purchasing cooperatives in the state of Texas. These include the Texas Procurement and Support Services, DIR, TxMas, The Cooperative Purchasing Network, BuyBoard, TIPS, US Communities, PACE, Choice Partners, Educational Purchasing Cooperative of North Texas, and Central Texas Purchasing Alliance.

#### **NEW EMS ISD eBid System**

<https://emsisd.ionwave.net>

**CONTACT INFORMATION**  
Eagle Mountain-Saginaw ISD  
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