

# The Texas A&M University System

COMPANY NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_

## DEPARTMENT

Department 02PATT  
 Bill-to-Address 750 Agronomy Road - Suite 3101  
 6000 TAMU  
 Attn: Email invoices to [invoices@tamu.edu](mailto:invoices@tamu.edu)  
 Attn: Do not mail invoice if sending via email  
 College Station, TX 778436000  
 Ship-to-Address c/o CENTRAL RECEIVING  
 STE-111  
 AGRONOMY RD  
 1477 TAMU  
 COLLEGE STATION, TX 778451477

Purchaser Patty Winkler  
 Info Contact p-winkler@tamu.edu 979-845-4556

## BID INFORMATION

Description Blanket Order, Discount from List to Provide Thomas Bus Parts  
 Bulletin Desc.  
 Bid Number AM02-17-B000630  
 Bid Type Open Market  
 Alternate Id  
 Pre-Bid Conference  
 Bid Opening Date 09/30/2016 2:00 PM  
 Type Code Invitation for Bid  
 Fiscal Year 2017  
 Available Date 09/05/2016 2:45 PM

## AMENDMENTS

Amendment No.	Amendment Date	Amendment Notes
1	09/20/2016 4:51 PM	Header 1. Bid Opening Date changed from "09/19/2016 02:00:00 PM" to "09/30/2016 02:00:00 PM".

## ITEMS

Item	Description	Quantity	Unit	Unit Price	Total
1.000	Attention All Bidders:	0.00			

Texas A&M, Procurement Services is transitioning to an E-commerce system for all invitation for bids and purchase orders. We are asking all vendors to take a few moments and register as one of our vendors. This will allow you to respond to our bid invitations electronically as well as accept purchase orders.

Please visit the following website to register  
<https://buy.tamus.edu/bsol/>

If you have any questions in reference to registrations, please contact us at [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu)

As a bidder responding to this invitation upon submission of your response, regardless of the format of your submission, you and the entity you represent are agreeing to the terms and conditions presented here as well as the TAMU terms and conditions located at [http://purchasing.tamu.edu/media/123743/bid\\_tamu.pdf](http://purchasing.tamu.edu/media/123743/bid_tamu.pdf).

Physical Address:

Texas A&M University  
 Procurement Services  
 Agronomy Road  
 College Station TX 77843-1477  
 Fax - 979-845-3800

NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into our bid system and include your response on the electronic tabulation.

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<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
2.000	Blanket Order, Discount from List to Provide Entire Catalog of Thomas Bus Parts to Transportation Services located on the campus of Texas A&M University, College Station TX for the period of Date of Award through August 31, 2017.	0.00			

The estimated annual expenditure for equipment and services is \$25,000.00. Actual usage may be more or less, than estimated.

Quantities are estimates only and do not guarantee purchase. Delivery to be made at times and in quantities requested by Texas A&M, Transportation Services.

All items are to be delivered to Transportation Services, Texas A&M University, College Station, Texas.

Upon award, orders will be placed that refer to your offer. All invoices must reflect the price(s) quoted minus the indicated discount and the blanket order number issued by Texas A&M, Procurement Services.

Any unused quantities as of August 31, 2017 shall be considered cancelled.

Discount and labor rates shall remain firm through time frame listed above.

Verification of Discounts Rates Offered:

Texas A&M, Accounts Payable must be able to identify the list price and discounted price for each item to verify that the correct discount rate was applied prior to each payment. Bidders are asked to either provide a current price list that includes the list price and discounted rates or provide a written quote that includes the necessary pricing for verification for each order. It shall be the responsibility of the vendor to provide this information and if TAMU Accounts Payable is unable to audit pricing offered, delays in payment processing may occur.

Delivery:

Delivery of in-stock parts shall be considered within two (2) hours of order. "On Order" items shall be delivered within a "reasonable" time agreed upon by both parties when the order is placed. Texas A&M reserves the right to order elsewhere if items are not available for shipment.

Most of the items will be purchased for stock replenishment, therefore, any part that is found to be defective upon installation shall be replaced at "no charge" to Texas A&M - Transportation Services.

Returns:

Texas A&M reserves the right to return a stock item within twenty-four (24) hours if they may have requested the wrong item. Full credit shall be given to Texas A&M if the item returned is indeed a stock item.

Texas A&M shall be responsible for returning merchandise in the original packaging. Should it become necessary for Texas A&M to return a non-stock item, due to Texas A&M's error the restocking fee shall be:

\$ \_\_\_\_\_

Reimbursement of the item(s) that are returned because they are found to be faulty will be the vendor's responsibility with manufacturer/supplier. Texas A&M shall receive a full credit for all such items.

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<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
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3.000	Vendor Contact:	0.00			
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Vendor shall indicate contact person and contact information of the individual who will service the account and where orders are to be placed:

Contact:  
Telephone Number:  
Fax Number:  
Email:

Renewal:

Texas A&M University reserves the right to renew the awarded agreement for an additional four (4) years, one (1) year at a time, if mutually agreed upon by both parties with all terms, conditions and discounts remaining firm.

Cancellation:

Upon award, this agreement is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using agency.

Texas A&M reserves the right to cancellation within thirty (30) days written notice.

Unacceptable performance by the vendor may be cause for immediate cancellation if deemed necessary by TAMU Procurement Services.

Payment Terms and Invoicing:

Payments shall be Net 30 days after receipt and acceptance of each order.

Vendor shall be responsible for clearly identifying all items on all invoices by using descriptive words and part numbers. All invoices must indicate the list price and discounted price to ensure that the proper discount rate has been applied correctly.

4.000	Entire Catalog of Thomas Bus Parts shall be offered to Texas A&M Transportation Services at _____% discount from list.	1.00	LOT		
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5.000	Note to Bidders:	0.00			
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Pricing:

Bidders must indicate any additional charges not listed here-in. Indicate a minimum order, if applicable.

References:

Bidders shall provide at least three (3) references where services comparable in size and scope have been performed within the last two (2) years. Bidders shall provide the Company name, Contact Person, Company Address, phone and fax number and email for each reference.

Texas A&M University reserves the right to contact these references to verify bidder's ability to perform these services. A negative reference may be grounds for disqualification of your bid.

Payment Terms:

Quote 100% Net 30 Upon Receipt and Acceptance. If quoting

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<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
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as specified, type "Agreed" in the required field. If quoting otherwise, indicate here-in. \_\_\_\_\_ (required field)

## Shipping Terms:

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Shipping Terms: Quote Destination Freight Prepaid and Allowed. If quoting as specified, type "Agreed" in the required field. If quoting otherwise, indicate here-in and provide estimated shipping cost. \_\_\_\_\_ (required field).

## Delivery Terms:

Delivery Terms: Quote delivery time, upon receipt of order. \_\_\_\_\_ (required field)

## Warranty Terms:

Warranty Terms: Indicate warranty term for offered product. \_\_\_\_\_ (required field)

## Award

The award shall be made based on the following "Best Value Criteria". Texas A&M reserves the right to consider the following and any other factor deemed necessary to evaluate the offer and determine the "Best Value" for the University.

- Vendor's ability to meet the minimum specifications;
- Delivery requirement;
- Experience/past experience with vendor;
- The quality, availability and adaptability of equipment offered to required application.
- Quality of performance of previous services;
- Minimum order;
- References;
- The acquisition price.

Texas A&M University reserves the right to accept or reject any or all bids, to waive in formalities and technicalities, to accept the offer considered the most advantageous to the University.