

EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT

INSTRUCTIONS FOR PREPARATION OF VENDOR'S LIST APPLICATION

Please respond to each of the items on the application form. If any question is not completed, the application will be returned to you for completion, and approval of the application will be delayed.

Additional explanation is offered for the following:

Business Name. If individual, enter last name first.

Enter in the name of your Business as how you would like for Purchasing to identify your company. If you do not have a business name, then enter in your name.

Street Address

Enter in the PO Box/Street Address as to where you would like for Purchasing to sent the bids to.

City, State, Zip

Enter in the City, State, Zip where your business is located at.

Local Representative for Edinburg CISD. Enter NONE if no one person should be named.

Enter in the representative that will handle the account for the Edinburg CISD. The district would be contacting this person for questions, concerns, etc.

Phone Number, Toll Free Numbers, Fax Number

Enter in your numbers that the Purchasing Department can get in contact with on the phone or through fax. Include area codes.

Identify the Classes of Items

Enter in the corresponding commodity codes that you feel your company provides. If unsure, put it into the application anyways and you will get the breakdown of that specific commodity code mailed to you when we receive your application.

Vendor's Comments

If you cannot find the commodity code that your company provides, then please specify in this area and the Purchasing Department will classify you under a commodity code that best suits your company. Also, make any other comments that you feel is important to the Purchasing Department.

Authorized Signature, Title, Date

Electronic typed signature of this application will be considered binding. Only those authorized to submit vendor application should submit this application.

HOW TO SELL TO THE DISTRICT

The demand for goods and services by the School district results in a continuous need for items of every nature and description, ranging from paper clips to heavy equipment. Chances are that the district is in the market for the items you sell. We hope this information will help you become familiar with our policies and procedures for procurement which in turn will aid you in selling your product to the district.

The district believes that a relationship between the purchaser and the seller is one of mutuality. No contract that proves unsatisfactory to the vendor can be regarded as satisfactory to the buyer. Therefore, every effort is made to establish a relationship of mutual confidence between the District and its suppliers.

OUR POLICY OBJECTIVES ARE

1. Purchase the requirements and operational needs of all campuses and departments of the District through a centralized purchasing division.
2. Conduct purchasing in accordance with applicable laws and the District's local policies.
3. Stimulate competitive bidding and provide interested vendors with an opportunity to offer their products to the District on a fair and equitable basis.
4. Whenever possible use life cycle costing techniques.
5. Purchase energy efficient equipment for District use.
6. Buy the level of quality that meets the District's requirements.
7. Treat our suppliers with respect and fairness.

WHERE THE DISTRICT BUYS

Most purchasing is accomplished through the office of the Purchasing Coordinator, Administration Building, 411 North 8th Avenue, Edinburg, Texas 78541. Specifications and bid forms, if not mailed to you, may be picked up at the Purchasing Office or downloaded from the Purchasing Website under the Vendor Bids/Proposal Calendar. The business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. You or your representatives are always welcome to visit us at our office; we want to know about your products and tell you what is required of you to do business with us.

PURCHASING POLICIES AND PROCEDURES (METHOD OF PROCUREMENT)

The District's basic purchasing philosophy is to constantly seek the best value for goods and services received. We strive for high quality, low cost and superior services levels. We encourage vendor competition, and comply with all applicable laws.

Bids are issued by the Purchasing Department as follows:

Informal Phone Bid

Verbal bids are accepted provided we contact at least three vendors for price quotes.

Informal Written Quotes

Faxed by Purchasing to vendors on the active vendor's list for a particular category. Vendor's must respond by the date & time indicated, and the response may be faxed or brought in to the Purchasing Office.

Formal Invitation to Bid

The bids are published at least twice in the newspaper and at least 14 days in advance of the opening date. Bids are mailed to all active vendors for the particular category. They will also be posted on the Purchasing Website Calendar. The main difference in these bids is that award must be approved by the Board of Trustees of the Edinburg Independent School District.

THE BID OPENING

1. Bid openings are held in the Administration Office and the public or any interested person is welcome to attend. After the opening you may review all bids received.
2. Complaints or disputes should be referred immediately to the [Purchasing Coordinator](#).

WHAT IS EXPECTED OF THE DISTRICT SUPPLIERS?

1. Have adequate financial resources to perform.
2. Meet delivery and performance schedule.
3. Have a satisfactory record of integrity and business ethics.
5. Have necessary organization, experience, accounting and operational expertise.
6. Have necessary production, construction, and technical equipment facilities.
7. Be qualified and eligible to receive a bid award under applicable laws and regulations.

IN CLOSING

The District is committed to increasing our number of qualified vendors. We will ensure that qualified vendors are considered and utilized in the purchase of goods and services required by the District, consistent with our obligation to provide quality service to the public on a timely basis and at a reasonable cost.

The District and its Purchasing staff look forward to working with you and together reaching the District's goal.

COMMODITY LIST

Please use the following commodity listing when filling out your vendor application.

- 005 Abrasives
- 010 Acoustical Tile, Insulating Materials, and Supplies
- 015 Addressing, Copying, Mimeograph, and Spirit Duplicating
Machine Supplies: Chemicals, Inks, Paper, etc.
- 019 Agricultural Crops and Grains including Fruits, Melons, Nuts, and Vegetables
- 020 Agricultural Equipment, Implements, and Accessories
- 022 Agricultural Implement and Accessory Parts
- 025 Air Compressors and Accessories
- 031 Air Conditioning, Heating, and Ventilating: Equipment, Parts and Accessories (See Related Items in Class 740)
- 035 Aircraft and Airport, Equipment, Parts, and Supplies
- 037 Amusement, Decorations, Entertainment, Toys, etc.
- 040 Animals, Live: Bees, Dogs, Fish, Livestock, and Poultry
- 045 Appliances and Equipment, Household Type
- 050 Art Equipment and Supplies
- 052 Art Objects
- 055 Automotive Accessories for Automobiles, Buses, Trucks, etc.
- 060 Automotive Maintenance Items and Repair/Replacement Parts
- 065 Automotive Bodies, Accessories, and Parts
- 070 Automotive Vehicles and Related Transportation Equipment
- 075 Automotive Shop Equipment and Supplies
- 080 Badges, Emblems, Name Tags and Plates, Jewelry, etc.
- 085 Bags, Bagging, Ties, and Erosion Control Equipment
- 090 Bakery Equipment, Commercial
- 095 Barber and Beauty Shop Equipment and Supplies
- 100 Barrels, Drums, Kegs, and Containers
- 105 Bearings (Except Wheel Bearings and Seals-See Class 060)
- 110 Belts and Belting: Conveyor, Elevator, Power Transmission, and V-Belts
- 115 Bio-chemicals, Research
- 120 Boats, Motors, and Marine and Wildlife Supplies
- 125 Bookbinding Supplies
- 135 Bricks and Other Clay Products, Refractory Materials, and Stone Products
- 140 Broom, Brush, and Mop Manufacturing Machinery and Supplies
- 145 Brushes (Not Otherwise Classified)
- 150 Builder's Supplies
- 155 Buildings and Structures: Fabricated and Prefabricated
- 160 Butcher Shop and Meat Processing Equipment
- 165 Cafeteria and Kitchen Equipment, Commercial
- 175 Chemical Laboratory Equipment and Supplies
- 180 Chemical Raw Materials (In Large Quantities Primarily for Manufacturing Janitorial and Laundry Products)
- 190 Chemicals and Solvents, Commercial (In Bulk)
- 192 Cleaning Compositions, Detergents, Solvents, and Strippers-Prepackaged
- 193 Clinical Laboratory Reagents and Tests (Blood Grouping, Diagnostic, Drug Monitoring, etc.)
- 195 Clocks, Timers, Watches, and Jewelers' and Watchmakers' Tools and Equipment
- 200 Clothing, Apparel, Uniforms, and Accessories
- 201 Clothing Accessories (See class 800 for shoes/boots)
- 204 Computer Hardware and Peripherals for Microcomputers
- 206 Computer Hardware and Peripherals for Mini and Main Frame Computers
- 207 Computer Accessories and Supplies
- 208 Computer Software and Microcomputers (Preprogrammed)
- 209 Computer Software for Mini and Mainframe Computers (Preprogrammed)

210 Concrete and Metal Culverts, Pilings, Pipe, Septic Tanks, Accessories and Supplies
220 Controlling, Indicating, Measuring, Monitoring, and
Recording Instruments and Supplies
225 Coolers, Drinking Water (Water Fountains)
232 Crafts, General
233 Crafts, Specialized
240 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies
245 Dairy Equipment and Supplies
250 Data Processing Cards and Paper
255 Decals and Stamps
260 Dental Equipment and Supplies
265 Draperies, Curtains, and Upholstery Material (Including Automobile)
269 Drugs and Pharmaceuticals
271 Drugs, Pharmaceuticals, and Sets (For Large-Volume Parenteral Administration, Infusion, Irrigation, and Tube Feeding)
275 School Groceries
280 Electrical Cables and Wires (Not Electric)
285 Electrical Equipment and Supplies (Except Cable & Wire)
287 Electronic Components, Replacement Parts, and Accessories: and Miscellaneous Electronic Equipment (Not for Testing or
Analyzing-See Class 730)
290 Energy Collecting Equipment and Accessories: Solar and Wind
295 Elevators and Escalators, Building Type
305 Engineering Equipment, Surveying Equipment, Drawing
Instruments, and Supplies
310 Envelopes, Plain or Printed
315 Epoxy Based formulations for Adhesives, Coatings, and Related Agents
318 Fare Collection Equipment and Supplies
320 Fastening, Packaging, Strapping, Tying Equipment and Supplies
325 Feed, Bedding, Vitamins and Supplements for Animals (See Class 875 for Drugs and Pharmaceuticals for Animals)
330 Fencing
335 Fertilizers and Soil Conditioners
340 Fire Protection Equipment and Supplies
345 First Aid and Safety Equipment and Supplies (Except Nuclear and Welding)
350 Flags, Flag Poles, Banners, and Accessories
360 Floor Covering, Floor Covering Installation and Removal Equipment, and Supplies
365 Floor Maintenance Machines, Parts and Accessories
370 Food Processing and Canning Equipment and Supplies
375 Foods: Bakery Products (Fresh)
380 Foods: Dairy Products (Fresh)
385 Foods: Frozen
390 Foods: Perishable
393 Foods: Staple Grocery and Grocer's Miscellaneous Items
395 Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders for Forms
400 Foundry Castings, Equipment, and Supplies
405 Fuel, Oil, Grease and Lubricants
410 Furniture: Health Care and Hospital Facility
415 Furniture: Laboratory
420 Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
425 Furniture: Office
430 Gases, Containers, Equipment: Laboratory, Medical, and Welding
435 Germicides, Cleaners, and Related Sanitation Products for Health Care Personnel
440 Glass and Glazing Supplies
445 Hand Tools (Powered and non-Powered), Accessories and Supplies
450 Hardware and Related Items
460 Hose, Accessories, and Supplies: Industrial, Commercial, and Garden
465 Hospital and Surgical Equipment, Instruments, and Supplies
470 Hospital Equipment and Supplies: Mobility, Speech Impaired, and Restraint Items
475 Hospital, Surgical, and Related Medical Accessories and Sundry Items
485 Janitorial Supplies, General Line
486 Kitchen Equipment & Supplies - pastry bags, brushes, measuring cups, spoons, bow scrappers thermometer, scales, peelers, togs,
whips, potato masher, knives, and kitchen related, etc.
490 Laboratory Equipment and Accessories (For General Analytical and Research Use): Nuclear, Optical, Physical
493 Laboratory Equipment and Accessories: Biochemistry, Chemistry, Environmental Science, etc.

495 Laboratory and Field Equipment and Supplies: Biology, Botany, Geology, Microbiology, Zoology, etc.
500 Laundry and Dry Cleaning Equipment, Accessories, Parts and Supplies-Commercial
505 Laundry and Dry Cleaning Compounds and Supplies
510 Laundry Textiles and Supplies
515 Lawn Maintenance Equipment, Accessories, and Parts (Non-Agricultural Applications)
520 Leather and Related Equipment, Products, Accessories, and Supplies
525 Library and Archival Equipment, Machines, and Supplies
530 Luggage, Brief Cases, Purses and Related Items
540 Lumber and Related Products
545 Machinery and Hardware, Industrial
550 Markers, Plaques, Signs, and Traffic Control Devices
555 Marking and Stenciling Devices
556 Mass Transportation - Transit Bus
557 Mass Transportation - Transit Bus Accessories and Parts
558 Mass Transportation - Rail Vehicles and Systems
559 Mass Transportation - Rail Vehicles Parts and Accessories
560 Material Handling and Storage Equipment and Allied Items
565 Mattress Manufacturing Machinery and Supplies
570 Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing, and Fabricated Items
575 Microfiche and Microfilm Equipment, Accessories, and Supplies
578 Miscellaneous Products
580 Musical Instruments, Accessories, and Supplies
590 Notions and Related Sewing Accessories and Supplies
595 Nursery Stock, Equipment, and Supplies
600 Office Machines, Equipment, and Accessories
605 Office Mechanical Aids, Small Machines, and Apparatuses
610 Office Supplies: Carbon Paper and Ribbons, All Types
615 Office Supplies, General
620 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
625 Optical Equipment, Accessories, and Supplies
630 Paint, Protective Coatings, Varnish, Wallpaper, and Related Products
635 Painting Equipment and Accessories
640 Paper and Plastic Products, Disposable
645 Paper (For Office and Print Shop Use)
650 Park, Playground, Recreational Area and Swimming Pool Equipment
652 Personal Hygiene and Grooming Equipment and Supplies
655 Photographic Equipment and Supplies (Not Including Graphic Arts, Microfilm, and X-Ray)
658 Pipe and Tubing
659 Pipe Fitting
660 Pipes, Tobaccos, Smoking Accessories: Alcoholic Beverages
665 Plastics, Resins, Fiberglass: Construction, Forming, Laminating, and Molding Equipment, Accessories, and Supplies
670 Plumbing Equipment, Fixtures, and Supplies
675 Poisons: Agricultural and Industrial
680 Police Equipment and Supplies
685 Poultry Equipment and Supplies
690 Power Generation Equipment, Accessories, and Supplies
691 Power Transmission Equipment - Electrical, Mechanical, Air and Hydraulic
700 Printing Plant Equipment and Supplies (Except Papers)
710 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
715 Publications and Audiovisual Materials (Prepared Materials Only. Not Equipment, Supplies, or Production)
720 Pumping Equipment and Accessories
725 Radio Communication, Telephone, and Telecommunication Equipment, Accessories, and Supplies
730 Radio Communication and Telecommunication Testing, Measuring, and Analyzing Equipment, Accessories and Supplies
735 Rags, Shop Towels, and Wiping Cloths
740 Refrigeration Equipment and Accessories
745 Road and Highway Building Materials (Asphaltic)
750 Road and Highway Building Materials (Not Asphaltic)
755 Road and Highway Equipment and Parts: Asphalt and Concrete Handling and Processing
760 Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, etc.
765 Road and Highway Equipment (Except Asphalt, Concrete, and Earth Handling Equipment in classes 755 and 760)
770 Roofing
775 Salt (Sodium Chloride) (See Class 393 for Table Salt)

780 Scales and Weighing Apparatus (See 175-08 for Laboratory Balances)
785 School Equipment and Supplies
790 Seed, Sod, Soil, and Inoculants
795 Sewing Room and Textile Machinery, and Accessories
800 Shoes and Boots
801 Signs, Sign Materials, Sign Making Equipment, and Related Supplies
803 Sound Systems, Components, and Accessories: Group Intercom, Music, Public Address, etc.
805 Sporting and Athletic Goods
810 Spraying Equipment (Except Household, Nursery Plant, and Paint)
815 Steam and Hot Water Fittings, Accessories, and Supplies
820 Steam and Hot Water Boilers, Steam Heating, and Power Plant Equipment
825 Stockman Equipment and Supplies
830 Tanks (Metal, Wood, and Synthetic Materials): Mobile, Portable, and Stationary, and Underground Types
832 Tape (Not Data Processing, Measuring, Optical, Sewing, Sound, or Video)
840 Television Equipment and Accessories
845 Testing Apparatus and Instruments (Not for Electrical or Electronic Measurements)
850 Textiles, Fibers, Household Linens, and Piece Goods
855 Theatrical Equipment and Supplies
860 Tickets, Coupon Books, Sales Books, Script Books, etc.
863 Tires and Tubes
864 Train Controls, Electronic
865 Twine
870 Venetian Blinds, Awnings, and Shades
875 Veterinary Equipment and Supplies (See Class 325 for Vitamins and Supplements for Animals)
880 Visual Education Equipment and Supplies (Except Projection Lamps - See Class 285)
883 Voice Response Systems
885 Water and Wastewater Treating Chemicals
890 Water Supply and Sewage Treatment Equipment (Not for Air Conditioning, Steam Boiler, or Laboratory Reagent Water)
895 Welding Equipment and Supplies
898 X-Ray and Other Radiological Equipment and Supplies (Medical)
905 Aircraft Operations Services
906 Architect-Engineer and Other Professional Design Services (For Construction Coverage See Public Works, Class 968)
907 Architectural and Engineering Services, Non-Professional
908 Bookbinding, Rebinding, and Repairing
909 Building Construction Services - Equipment, Furnishings, and Work Covered by Building Construction Contracts Only
910 Building Maintenance and Repair Services
912 Construction Services, General
913 Construction Services, Heavy
914 Construction Services, Trade (New Construction)
915 Communications and Media Related Services
918 Consulting Services
920 Data Processing Services and Software
924 Educational Services
925 Engineering Services, Professional
926 Environmental and Ecological Services
928 Equipment Maintenance, Reconditioning and Repair Services - Automobiles, Trucks, Trailers, Transit Buses and Other Vehicles
929 Equipment Maintenance, Reconditioning, and Repair Services - Agricultural, Automotive, Heavy Industrial Equipment, and Marine Equipment
931 Equipment Maintenance, Reconditioning, and Repair Services-Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, and Sewing Equipment
934 Equipment Maintenance, Reconditioning, and Repair Services - Laundry, Lawn, Painting, Plumbing, and Spraying Equipment
936 Equipment Maintenance, Reconditioning, and Repair Services - General Equipment
938 Equipment Maintenance, Reconditioning, and Repair Services - Hospital, Laboratory, and Testing Equipment
939 Equipment Maintenance, Reconditioning, and Repair Services - Office, Photographic, and Radio/Television Equipment
940 Equipment Maintenance, Repair, and Construction Services - Railroad
941 Equipment Maintenance, Reconditioning, Repair, and Related Services - Power Generation
945 Fishing, Hunting, Trapping, Game Propagation, and Related Services - Railroad
946 Financial Services
947 Forestry Services
948 Health Related Services (for Human Services See Class 952)
952 Human Services

953 Insurance, All Types
954 Laundry and Dry Cleaning Services
956 Library Services (Excluding Class 908 - Bookbinding, Rebinding, and Repairing)
958 Management Services
959 Marine Construction Services; Marine Equipment Maintenance and Repair; Related Marine Services
961 Miscellaneous Professional Services
962 Miscellaneous Services
965 Printing Preparations: Etching, Photoengraving, and Preparation of Mats, Negatives and Plates
966 Printing and Related Services
968 Public Works, Construction, and Related Services
971 Real Property Rental or Lease
975 Rental or Lease Services of Equipment - Agricultural, Aircraft, Automotive Heavy Equipment, and Marine Equipment
977 Rental or Lease Services of Equipment - Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, and Window and Floor Coverings
979 Rental or Lease Services of Equipment - Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, and Testing Equipment
981 Rental or Lease of Equipment - General Equipment
983 Rental or Lease Services of Equipment - Janitorial, Laundry, Lawn, Painting, Spraying, and Textile Equipment
984 Rental or Lease Services of Computers, Data Processing, and Word Processing Equipment
985 Rental or Lease Services of Equipment - Office, Photographic, Printing, Radio/Television/Telephone Equipment
988 Roadside, Grounds, and Park Area Services
989 Sampling and Sample Preparation Services (For Testing)
990 Security, Fire, Safety, and Emergency Services
992 Testing and Calibration Services
998 Sale of Surplus and Obsolete Items