IDEA Public Schools

Invitation for Bid

For
Facilities Supplies – Paper Goods

(IFB#36-FSPG-0227)

Invitation for Bid: IFB#36-FSPG-0227 Facilities Supplies – Paper Goods
Bid Posting: November 14, 2026
Bid Due Date: December 1, 2026
Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

IDEA Headquarters: 2115 W. Pike Blvd. Weslaco, TX 78596 Main: (956) 377-8000

COMPANY NAME: _____

TEXAS VENDOR ID OR FEI #: _____

PHYSICAL ADDRESS STREET: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

TYPED NAME & TITLE: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

VENDOR CERTIFICATION/ACCEPTANCE
By signing respondent hereby certifies that respondent has read, understands, and agrees that acceptance by IDEA Public Schools of the bidder's offer by issuance of a purchase order will create a binding legal contract. Further respondent agrees to fully comply with documentary forms herewith made a part of this specific procurement.

SPECIAL NOTES:
- Bid price must be guaranteed for one hundred and twenty (120) days.
- Total amount of bid must include Paper Goods as listed, freight, delivery.
- Dealer must provide a complete submission and delivery milestones based on the schedule as noted in this document.

TOTAL AMOUNT OF BID: $ _____

PAYMENT TERMS
Payment will be issued upon review and approval of invoice within 30 days (Net 30). Invoices shall be fully documented as to labor, materials and equipment provided. Orders will be placed by the IDEA Public Schools and must be given a Purchase Order Number to be valid. No payments shall be made on invoices not listing a Purchase Order Number. Invoices should be submitted to IDEA Public Schools ATTN: Accounts Payable via email at; payable@ideapublicschools.org or by mail at 2115 W. Pike Blvd., Weslaco, Texas 78596 Attn: Facilities Department.

Respondent agrees to comply with all conditions shown on this form. FAILURE TO MANUALLY SIGN WILL DISQUALIFY BID.

_____
Initials here

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1.BACKGROUND INFORMATION

IDEA Public Schools ("IDEA") is a growing network of tuition-free K-12 public charter schools serving more than 76,000 students in 65 schools throughout the Rio Grande Valley, San Antonio, Austin, El Paso, Houston, and Dallas area in the 2026-2027 school year. IDEA is committed to its mission of preparing students for success in college and life, guided by its vision of "College for ALL Children." IDEA has maintained a strong record of college acceptance among its graduating seniors. IDEA Public Schools is a Texas nonprofit corporation exempt from federal taxation pursuant to Section 501(c)(3) non-profit organization of the U.S. Internal Revenue Code. Funding for IDEA Public Schools operations and programs are provided through fundraising, philanthropic grants, state, and federal funding.

2.GENERAL INTENT

IDEA is soliciting an Invitation for Bids for Purchase and Delivery of Facilities Supplies- Paper Goods for listed campuses.

Each vendor shall furnish the information required in the bid package. The vendor shall sign first page of this bid and all addenda(s) (if issued). The person signing the proposal must initial at the bottom of every page, erasures, and/or other changes. Bids signed by an agent must be accompanied by evidence of the agent's authority unless such evidence has been previously furnished to IDEA. The result of this IFB solicitation is a **one (1) year term** upon board approval with the option to extend **four (4) additional one (1) year terms**.

a. Deliveries shall be Freight on board (FOB) Destination to IDEA destination sites. Freight prepaid and assumed by the vendor. IDEA reserves the right to pick up items in lieu of delivery from local vendors.

b. IDEA does not pay Federal Excise Taxes. Tax exemption certificates will be provided upon request.

c. The vendor may offer an "equal" product or product exceeding specifications as an alternate proposal. Final determination of whether an item is an "approved equal" remains with IDEA.

d. Bids submitted on forms other than the IDEA forms or with different terms or provisions may be considered as non-responsive proposals.

e. All bids shall remain firm for a term of 120 days after IFB solicitation period is closed.

f. The vendor shall certify that no federal or state suspension or debarment is in place, which would preclude receiving a state or federally funded award.

3.RESERVATIONS

IDEA expressly reserves the right to:

a. Waive minor deviations from the specifications when it is determined that the total cost to the IDEA of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming proposal.

b. Waive any defect, irregularity, or informality in any proposal procedure.

c. Reject any or all proposals.

d. Amend a proposal prior to proposal opening date to extend or make changes to specification.

e. Procure any item by other means.

f. Increase or decrease the quantity specified in the proposal unless the offeror specifies otherwise.

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4.SCHEDULE OF EVENTS

Date Solicitation Opens:	**Saturday, November 14, 2026**
Pre-Bid Meeting Date and Time:	**Wednesday, November 18, 2026, 9:00 AM**
Deadline for Written questions:	**Thursday, November 19, 2026, 12:00 PM**
Deadline for responses from IDEA Public Schools:	**Thursday, November 19, 2026, 5:00 PM**
IFB Due Date and Time:	**Tuesday, December 1, 2026, 11:00 AM**

IFB packet will be available in our website at the following link https://ideapublicschools.org/our-story/finance-budget/ or Public Purchase Website or Tyler Munis Vendor Self Service. The vendor is responsible for obtaining any updates or amendments to the IFB from one of these platforms. The deadline for submitting bids for this IFB is **Tuesday, December 1, 2026, 11:00 AM CST.**

The pre-bid conference call will be held via Microsoft Teams:
https://teams.microsoft.com/meet/2975653599861920?p=L6o5HCecpW9abQFb1y
Meeting ID: 297 565 359 986 192 0
Passcode: yV6s2DL2

Any information given to one prospective vendor will be furnished to all prospective vendors as an Addendum if such information is necessary to vendors in submitting their proposals or if the lack of such information would be prejudicial to an uninformed vendor.

If you have any questions regarding this IFB process, please contact the Facilities Budget & Finance Manager, Bonnibelle Caballero at facprocurement@ideapublicschools.org. Bids must be delivered to and received prior to this deadline to the address noted above. **There will be no exceptions. Bids received after the deadline will not be considered for this procurement. No facsimiles or e-mails will be accepted.**

5.NOTICE TO ALL VENDORS

a. Vendor shall keep IDEA advised of any changes in order(s) status.

b. All submittals are to be for Facilities Supplies – Paper Goods as indicated in the bid item list located on Attachment F of this IFB. Pricing should include freight/shipping costs and any other fees that apply as indicated by IDEA.

c. IDEA encourages HUB vendor participation, if vendor is a state certified HUB vendor (Historically Underutilized Business) and/ or certified MWBD vendor (Minority and Women-owned Business), certification must be included in submittal.

d. All pricing and any award under this IFB shall be available for all IDEA departments and divisions and any other entity purchasing through IDEA.

e. The selected respondent(s) will follow practices, processes, and protocols established by local, state, and federal agencies with respect to their field of service and goods.

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f. All bids will be screened for inclusion of all required information prior to release to the evaluation team. IDEA staff may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal.

6.SCOPE OF WORK/REQUESTED PRODUCT(S)

IDEA expectations with respect to the performance by each vendor in connection with the purchases are set out in the "Contract Documents" which consist of the Invitation for Bids ("IFB"), Instructions to Vendors, Standard Terms and Conditions, and Bid Sheet. Vendors who fail to examine the Contract Documents do so at their own risk.

A. The bid item list and specifications that follow are specific requirements. Any deviation or comparable product must be properly identified and be accepted by IDEA Public Schools through individual submittals of **Attachment "E**" included in this IFB packet, one for each deviation. Any deviation to specifications must be listed and clearly defined.

B. Scope of work including equipment specifications will be listed in **Attachment "F"**. For this reason, vendors are discouraged from describing any deviations simply as "equal" or "exceeds" the defined requirements: Instead, vendors are strongly encouraged to explain all deviations in the template provided. Failure to do so may result in the rejection of the bid and or product for non-compliance.

C. IDEA intends to obtain equipment for all locations listed in this IFB. The actual locations of bid items may vary according to the needs and funding. Vendor will be responsible to for delivery to the locations listed in **Attachment "G"**.

D. Equipment warranty shall be compliant with standard manufacturer warranties and any additional warranties established by dealers/supplier (vendor).

E. Vendor is responsible for the equipment purchased from transport through delivery.

7.WHO IS ELIGIBLE TO RESPOND

Respondents who are eligible to meet the technical specifications for quality and other terms of this bid package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies and are recognized by the Texas Comptroller of Public Accounts as having an "Active" right to transact business in Texas are invited to respond. A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a bid, represents to IDEA that it meets the following requirements:

a. Possesses or can obtain adequate financial resources as required to perform under this IFB

b. Respondent shall comply with the requirements proposed in this IFB

c. Have a satisfactory record of integrity and ethics

d. Respondent shall be in good standing with all applicable national or state associations

8.RESPONSIVE/RESPONSIBLE RESPONDENTS

IDEA staff reviews the bids received to determine if they are responsive. For bids to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The bids must have been submitted by the due date and time.
2. The bids must be complete with the original signatures in blue ink.
3. The bids must be for the specific services requested and described in the IFB Packet.
4. The bids must be submitted in the format described in the IFB Packet.
5. One original (in blue ink and marked original) and one copies must be submitted.

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6. Electronic format on a USB flash drive. The electronic version shall be one file that replicates your original proposal including required signatures. NOTE: Do not send individual files of each section or page of your proposal as the electronic version.

9.PROCUREMENT CONDITIONS/ GENERAL TERMS

Procurement of the items under this IFB shall be in accordance with the IDEA Public Schools Purchasing Policy[1] and the terms and conditions set forth in this section and shall form a part of the contract documents and purchase order for goods and/or services included in this IFB:

1. IDEA Public Schools is utilizing the Invitation for Bids (IFB) method of procurement in accordance with applicable Texas purchasing and contracting laws and IDEA Public Schools' adopted procurement policies and procedures.
2. The listed bid items are commonly acquired items and prices will be used to determine best value, with the selection of the successful bidder made principally on the basis of price, as set forth at 2 CFR § 200.320(b)(1)(i)(C).
3. In accordance with 2 CFR § 200.320(b)(1)(ii)(D), a firm fixed price contract will be awarded to the lowest responsive and responsible bidder(s).
4. Warranty and all other pertinent documentation shall be included for each vehicle.
5. All bids must include a detailed statement of exceptions taken to any part of the request. Any deviations from this procurement solicitation must be noted on the deviations and exceptions form. Deviations or exceptions stipulated in a Vendor's response may result in disqualification. Any language to the effect that the Vendor does not consider this IFB to be part of a contractual obligation may result in the Vendor's proposal being disqualified. In the absence of any deviation(s) identified and described in accordance with above, Vendor must fully comply with the Terms and Conditions, Proposal Specifications, and all other requirements associated with this bid solicitation. Every deviation from the bid items requested must have its own individual **Exception or Deviation template located in Attachment "E".**
6. IDEA assumes no financial responsibility for any costs incurred by prospective vendors in developing and submitting a bid or any amendments or addenda, participating in pre-bid conferences, interviews, participating in any negotiation sessions or discussions, or any other costs incurred by vendors prior to award of a Contract/Agreement pursuant to this IFB.
7. Deliveries under this Agreement shall be freight prepaid, Freight on Board (FOB) destination, Full Freight Allowed, Inside Delivery and shall be included in all pricing in Vendors proposal unless otherwise clearly stated in writing in Vendor's proposal. IDEA assumes no liability for goods delivered in damaged or unacceptable condition. The successful bidder will handle all claims with carriers, and in case of damaged goods, will ship replacement goods immediately upon notification by IDEA of damage. Bid prices will include all freight and delivery charges.
8. Deliveries shall be made between 8:00 AM and 5:00 PM, at the designated IDEA campus, unless prior approval for after-hours delivery has been obtained form IDEA. Inspection will be done by IDEA staff at the moment of delivery of item(s). Key drop deliveries are not allowed without the full approval of IDEA and such request must be identified in the Deviations and Exceptions Form "Attachment E".
9. Vendor and/or sales agents acting on the Vendors behalf, shall give 72-hour prior notice to the IDEA of any anticipated disruption of services or delivery of products.
10. All prices in Vendor's proposal should remain firm for the Term of the Agreement. Any price changes shall be presented to IDEA, for acceptance or rejection by IDEA, in its sole discretion, using the same format as

[1] https://ideapublicschools.org/wp-content/uploads/2021/07/05.-Purchasing-Policy-Proposed-Amendment-July-2021_final.pdf

was accepted in Vendor's original bid; all price changes for goods and/or services provided under this Agreement, must be approved, in writing, by IDEA prior to taking effect. The following documentation shall be provided to support a request for price change: justification for change/increase using a known market index/market condition, terms and conditions, and/or manufacturers/distributors' impact (if any).

11. If a material change occurs to a contract entered between IDEA and Vendor, the contract will be cancelled and/or will not be renewed upon the conclusion of its term. Material change means a modification that substantially exceeds and/or alters the terms of the original contract between IDEA and Vendor, and/or the total contract value by more than 10%.

12. Invoices shall be directed to IDEA and submitted to IDEA Headquarters Business Office (payable@ideapublicschools.org & (email of requestor) net 30 days after delivery and inspection has been approved. Vendor shall submit invoices within a timely manner during IDEA's fiscal year in which the good(s) and/or service(s) are purchased, and:
    a. Submit invoice(s), in duplicate, on each purchase order at the time or shortly after each delivery.
    b. Invoices shall indicate the purchase order number.
    c. All invoice(s) shall be itemized to include a description of each good(s) and/or service(s) rendered.
    d. Items should be shown in numerical order and must correspond with the item numbers shown on the purchase order.
    e. Quantity, unit and price of each item must be shown. All prices should be extended on the invoice.
    f. Total all extensions on the invoice.
    g. Discount, if applicable, must be stated, extended and deducted to arrive at a Net Total for invoice.
    h. A copy of the bill of lading, and the freight weight bill when applicable, should be attached to the invoice.
    i. Shipment date of merchandise must be shown.
    j. Date of purchase order must be shown.
    k. Payment shall not be due until the above instruments are submitted after delivery.
    l. Vendors should keep IDEA advised of any changes to remittance addresses.
    m. IDEA's obligation is payable only and solely from funds available for the purpose of the purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for goods will be returned to Vendor by IDEA.
    n. Do not include Federal Excise, State or City Sales Tax. IDEA shall furnish exemption certificate, if required.
    o. If a credit is due, the next/subsequent invoice must show the credit owed and applied.
    p. If IDEA denies or rejects a product deemed unacceptable, IDEA staff will make a notation directly on the invoice, initial and date it, along with the initials of the delivery driver.
13. IDEA may during term of award add additional campuses/delivery locations to be included as part of the agreement resulting from this IFB solicitation.

14. Vendor is required to provide IDEA with copies of certificates of insurance, name and address of Vendor, the limits of liability, the effective dates of each policy, and policy number shall be delivered to IDEA prior to the commencement of any work under this Agreement. All policies of insurance shall waive all rights of subrogation against IDEA. The insurance company ensuring the vendor shall be licensed in the State of Texas and shall be acceptable to IDEA. Vendor shall give IDEA a minimum of thirty (30) days - notice prior to any modifications or cancellation of said Agreement to maintain coverage as specified below. Proof of insurance coverage must be submitted with the proposal.

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Procurement Conditions/ General Terms Continued…

a) Workman's Compensation/Employer's Liability:
   Statutory Limits
   i) $500,000 Each Accident
   ii) $500,000 Policy Limit
   iii) $500,000 Each Employee
b) General Liability, Bodily Injury & Property Damage:
   i) $500,000 Combined Single Limits
   ii) $1,000,000 Aggregate
c) Automotive Liability: $250,000 Each Person
d) Bodily Injury: $500,000 Each Accident
e) Property Damage: $250,000

14. All goods and/or services provided by the Vendor under this Agreement must be warranted to be free from defects in material, workmanship, and free from such defects in design for a period of one (1) year upon the later of IDEA's acceptance of the product and/or service or payment of the applicable invoice. If the Vendor's/manufacturer's warranty is less than the required period, the Vendor shall warrant the goods and/or services to the full extent as provided by the Vendor/manufacturer. IDEA will endeavor to give the contractor written notice of the breach of warranty within thirty (30) days of the discovery of the breach of warranty, but failure to give timely notice shall not impair IDEA's rights under this section. Vendor warrants that any services rendered by the Vendor in relation to warranty of items will be fully and timely performed in a professional and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Agreement, and all applicable Federal, State, and local laws, rules, and regulations. Vendor warrants that all goods and/or services furnished under this Agreement shall conform in all respects to the terms of this Agreement, including, without limitation, those detailed in the procurement solicitation issued by IDEA. In addition, Vendor warrants that goods and/or services are suitable for and will perform in accordance with the purchases for which they are intended. Vendor shall assume all liabilities incurred within the scope of the consequential damages and incidental expenses, as set forth in the vendor or manufacturer's warranty, which result from either delivery or use of product, which does not meet the specifications within this Agreement, the procurement solicitation, or Purchase Order.

15. IDEA reserves the right to accept or reject any or all bids received or to cancel or extend in part or its entirety, this Invitation of Bids, or make multiple or partial awards.

16. Award of purchase agreement or contract shall be made only to the lowest responsive and responsible respondent(s), i.e., a respondent who offered the lowest price and has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of this IFB

17. When submitting bids, it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this IFB.

18. Bids may be withdrawn only by delivery of a written request to IDEA – Facilities Director of Finance and Budget prior to the specified deadline time/date stated in the IFB. The authorized signatory must sign such requests.

19. Bids received will become a part of the IDEA's official files without further obligation to the respondents.

20. The contents of a successful Bid may become a contractual obligation if selected. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. IDEA reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this IFB or if adequate funding is not received.

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Procurement Conditions/ General Terms Continued…

21. A response does not commit IDEA to award a purchase agreement or a contract. IDEA does not commit to a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by IDEA.

22. IDEA reserves the right to contact any individual, agency, or employers listed in the IFB, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.

23. No employee, officer or member of IDEA shall participate in the selection, development of a response to this IFB, award or administration of a contract supported by the IFB if a conflict of interest, real or apparent, would be involved.

24. Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts. Violation of this provision may cause a respondent's response to be rejected.

25. Prior to award of any purchase agreement or contract, a Respondent must sign a Certification Regarding Conflict of Interest stating adherence to IDEA's policy regarding free and open competition and conflicts of interest.

26. IDEA is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

27. UNDUE INFLUENCE: In order to ensure the integrity of the selection process, vendor's officers, employees, agents or other representatives shall not lobby or attempt to influence a vote or recommendation related to the vendor's response, directly or indirectly, through any contact with school board members or other school officials from the date this solicitation is released until the award of a contract by IDEA's Board of Directors.

28. PAYMENT TERMS: Unless a prompt payment discount with a payment term of at least 10 days is offered and accepted by IDEA, payment terms shall be Net 30 days from date of acceptance or receipt of a properly prepared and submitted invoice, whichever is later.

29. INDEPENDENT CONTRACTOR RELATIONSHIP: Nothing herein shall be construed as creating the relationship of employer or employee between IDEA and the Contractor or between IDEA and the Contractor's employees. IDEA shall not be subject to any obligation or liabilities of the Contractor or the Contractor's employees incurred in the performance of the contract unless otherwise herein authorized. Neither the Contractor nor its employees shall be entitled to any of the benefits established for IDEA employees, nor be covered by IDEA's Workers' Compensation Program.

30. LIMITATIONS AND NO WAIVER OF GOVERNMENTAL IMMUNITY: THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF IDEA (A PUBLIC SCHOOL) TO ENTER INTO CERTAIN TYPES OF CONTRACTS, INCLUDING, BUT NOT LIMITED TO, ANY TERMS AND CONDITIONS RELATING TO LIENS ON IDEA'S PROPERTY; DISCLAIMERS AND LIMITATIONS OF WARRANTIES; DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS, REMEDIES, REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION; GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY; LIABILITY FOR ACTS OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS' FEES; DISPUTE RESOLUTION; INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE "LIMITATIONS"), AND TERMS AND CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON IDEA EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS. THE CONTRACTOR FURTHER ACKNOWLEDGES, STIPULATES, AND AGREES THAT NOTHING IN THIS RFQ AND/OR IN ANY RESULTING CONTRACT WITH IDEA SHALL BE CONSTRUED AS A WAIVER OF

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Procurement Conditions/ General Terms Continued…

ANY GOVERNMENTAL, STATUTORY, OR SOVEREIGN IMMUNITY FROM SUIT AND LIABILITY AVAILABLE TO IDEA UNDER APPLICABLE LAW.

31. INDEMNIFICATION: THE CONTRACTOR SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS IDEA PUBLIC SCHOOLS AND ITS BOARD OF DIRECTORS, OFFICERS, AGENTS, AND EMPLOYEES (COLLECTIVELY THE "IDEA INDEMNITEES") IN THEIR OFFICIAL AND INDIVIDUAL CAPACITIES FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING, OR SETTLING ANY OF THE FOREGOING BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM THE CONTRACTOR'S PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY ACT OR OMISSION, INCLUDING ANY NEGLIGENT ACT, NEGLIGENT OMISSION, OR WILLFUL MISCONDUCT OF THE CONTRACTOR, ANYONE DIRECTLY EMPLOYED BY THE CONTRACTOR, OR ANYONE FOR WHOSE ACTS THE CONTRACTOR MAY BE LIABLE. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY IDEA INDEMNITEE HAS BY LAW OR EQUITY. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE. THE CONTRACTOR'S OBLIGATIONS CONTAINED IN THIS SECTION SURVIVE TERMINATION OR EXPIRATION OF THIS AGREEMENT AND CONTINUE ON INDEFINITELY, AND CANNOT BE WAIVED OR VARIED.

32. GRATUITIES: IDEA may, by written notice to the Contractor, cancel any agreement without liability to IDEA if it is determined by IDEA that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of IDEA with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performing of such a contract. In the event this contract is cancelled by IDEA pursuant to this provision, IDEA shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.

33. ASSIGNMENT-DELEGATION: No right or interest in this contract shall be assigned or delegation of any obligation made by the Contractor without the written permission of IDEA. Any attempt assignment or delegation by the Contractor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

34. WAIVER: No claim or right arising out of a breach of any contract can be discharged in whole or in part a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

35. MODIFICATIONS: The contract may only be modified by a written agreement signed by both of the parties or their duly authorized agents.

36. INTERPRETATION OF EVIDENCE: No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in a contract. Acceptance or acquiescence in a course of performance rendered under a contract shall not be relevant to determine the meaning of the contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the contract, the definition contained in the Code is to control.

37. APPLICABLE LAW: This contract shall be governed by the policies of IDEA's Board of Directors, laws of the State of Texas and the Uniform Commercial Code, without regard to the conflict of interest principles of the State of Texas. Wherever the term "Uniform Commercial Code" is used, it shall be construed as

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Procurement Conditions/ General Terms Continued…

meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this contract. IDEA Board Policies can be accessed by contacting IDEA.

38. ADVERTISING: The Contractor shall not advertise or publish, without IDEA's prior consent, the fact that IDEA has entered into any contract, except to the extent necessary to comply with proper request for information from an authorized representative of the federal, state or local government.

39. LEGAL VENUE: Both parties agree that venue for any litigation arising from the contract shall lie in Hidalgo, Texas.

40. FUND AVAILABILITY: Any contract resulting from this solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by IDEA's Board of Directors or otherwise not made available to IDEA.

41. TERMINATION: IDEA reserves the right to terminate all or any part of the undelivered portion of any order resulting from this bid solicitation with thirty (30) days written notice; upon default by the vendor, for delay or nonperformance by the vendor or, if it is deemed in the best interest of IDEA, for convenience.

42. INELIGIBILITY FOR NONPAYMENT OF CHILD SUPPORT: Pursuant to Texas Family Code § 231.006(d), regarding child support, the Contractor certifies that the Contractor is not ineligible to receive funds under a contract paid by state funds and acknowledges that any agreement between the successful bidder and IDEA may be terminated and payment may be withheld if this certification is inaccurate.

43. SIGNATURE AUTHORITY: By submitting the Response, the Contractor represents and warrants that the individual submitting this document and the documents made part of this Response is authorized to sign such documents on behalf of the Contractor and to bind the Contractor under any contract that may result from the submission on this Response.

44. DEBARMENT AND SUSPENSION: Neither the Contractor nor any of its officers, directors, owners, members, employees or agents is listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O 12549 and E.O. 12689—Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.

10.ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to IDEA by writing to the following address:

IDEA Public Schools, Attn. Facilities
2115 W. Pike Blvd, Weslaco, TX 78596
(956) 377-8000

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11.HOW TO SUBMIT A BID

All bid packages must be clearly marked with the Respondents' name and address **(it is very important to include the IFB #).** Bid packages must be delivered to and received prior to the deadline.

Facilities Budget & Finance Department
Bonnibelle Caballero, Facilities Budget & Finance Manager
IDEA Public Schools, 2115 W. Pike Blvd Weslaco, TX 78596
(956) 377-8000

12.TITLE PAGE

Respondents must complete the Title Page and include it as the cover sheet for proposals submitted in response to this IFB.

See coversheet below:

Facilities

A Bid Submitted in Response to

IDEA Public Schools

Invitation for Bid #36-FSPG-0227

Facilities Supplies – Paper Goods

Submitted by:

_____

(Full Legal Name of Respondent)

On:

_____

(Date of Proposal Submission)

_____
Initials here

13.IFB RESPONSE FORMAT AND CONTENT

1. Page/Items to return/include.
   - Title Page
   - Business Identification
   - Additional Requirements
   - Compliance with Specifications
   - Specification / Pricing **(Must use format included in attachment "F")**
2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the product and/or services.

14.ADDITIONAL REQUIREMENTS

Ownership: Proposal must include name and Social Security Number of each person with at least 25% ownership of the business entity submitting the qualifications.

NAME:_____SSN:_____

NAME:_____SSN:_____

Initials here

15.ATTACHMENTS

The attachments listed below are required and should be included with the proposal. **Attachment B** is required to ensure that no potential conflicts of interest exist with IDEA Public Schools Board or staff members. **All forms must be signed and completed.**

1. Attachment A - Certification of Respondent
2. Attachment B – Conflict of Interest Questionnaire
3. Attachment C – Equal Opportunity and Nondiscrimination
4. Attachment D – Felony Conviction Disclosure Statement/Criminal History Review of Respondent Employees
5. Attachment E – Deviations and Exceptions Form
6. Attachment F – Specifications – Cost submittal
7. Attachment G – Delivery Locations
8. Attachment H – IDEA Vendor Package

Initials here

Invitation for Bid: IFB#36-FSPG-0227 Facilities Supplies – Paper Goods
Bid Posting: November 14, 2026
Bid Due Date: December 1, 2026
Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

ATTACHMENT "A"

CERTIFICATION OF RESPONDENT

I, the undersigned, submit this quote/bid and have read the specifications, terms and conditions, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Name of Firm: _____

Address: _____

Telephone Number: _____

FAX Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

_____
Initials here

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Bid Posting: November 14, 2026
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Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

ATTACHMENT "B"

CONFLICT OF INTEREST QUESTIONNAIRE

Instruction to respondent: The Texas Ethics Commission Form CIQ, Conflict of Interest Questionnaire, that follows this page must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the proposal.

Initials here

Invitation for Bid: IFB#36-FSPG-0227 Facilities Supplies – Paper Goods
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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____
Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____
Signature of vendor doing business with the governmental entity Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021

Initials here

ATTACHMENT "C"

EQUAL OPPORTUNITY AND NONDISCRIMIANTION

The (**Name**) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. (**Name**) conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

(**Name**) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age(40-70). based on race, color, handicap, religion, sex, national origin, or age(40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.

Initials here

Invitation for Bid: IFB#36-FSPG-0227 Facilities Supplies – Paper Goods
Bid Posting: November 14, 2026
Bid Due Date: December 1, 2026
Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

(**Name**) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. (**Name**) takes positive steps to eliminate any systematic discrimination from personnel practices. (**Name**) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

_____
Name of Organization/Firm

_____ _____
Signature of Authorized Representative Date

_____
Print Name and Title of Authorized Representative

_____
Initials here

Invitation for Bid: IFB#36-FSPG-0227 Facilities Supplies – Paper Goods
Bid Posting: November 14, 2026
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Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

ATTACHMENT "D"

FELONY CONVICTION DISCLOSURE STATEMENT.

Instruction to respondent: This form must be completed legibly, either handwritten or typed. A duly authorized of Respondent must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the proposal.

Pursuant to Texas Education Code Section 44.034, Notification of Criminal History of Contractor, "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." Additionally, in accordance with this state law, "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 […] or misrepresented the conduct resulting in the conviction." In this event, "The district must compensate the person or business entity for services performed before the termination of the contract." Section 44.034 "does not apply to a publicly held corporation."

I, the undersigned agent for _____ ("Respondent"), certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

☐ Respondent is a publicly held corporation; therefore, this reporting requirement is not applicable.

☐ Respondent is not owned or operated by anyone who has been convicted of a felony.

☐ Respondent is owned or operated by the following individual(s) who has/have been convicted of a felony, as disclosed below:

Name of Individual(s): _____

General description of the conduct resulting in the conviction of a felony:

_____

Name of Individual: _____

General description of the conduct resulting in the conviction of a felony:

_____

_____ _____

Signature of Authorized Representative | Date Signed

_____
Initials here

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Bid Posting: November 14, 2026
Bid Due Date: December 1, 2026
Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

Criminal History Review of Respondent Employees

Instruction to respondent: This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must initial and sign this form in blue ink. Failure to complete this form pursuant to this instruction will disqualify the proposal.

I, the undersigned agent for _____ ("Respondent"), certify: that:

_____ (Initial) None of the employees of Respondent and any subcontractors are "covered employees" as defined on the instructions to this form. If this box is checked, I further certify that Respondent has taken precautions or imposed conditions to ensure that the employees of Respondent and any subcontractor will not become covered employees. Respondent will maintain these precautions or conditions throughout the time the contracted services are provided.

or

_____ (Initial) Some or all of the employees of Respondent and any subcontractor are "covered employees." If this box is initialed, I further certify that:

(1) If Respondent receives information that a covered employee subsequently has a reported criminal history, Respondent will immediately remove the covered employee from contract duties and notify IDEA Public Schools (the "School") in writing within three (3) business days;

(2) Upon request, Respondent will provide the School with the name and any other requested information regarding covered employees so that the School may obtain criminal history record information on the covered employees;

(3) If the School objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Respondent agrees to discontinue using that covered employee to provide services to the School; and

(4) All covered employees hired after January 1, 2008 have completed the required background check process prior to performing any duties related to the School or having any direct contact with students.

I understand that non-compliance with this certification by Respondent may be grounds for contract termination and/or barring disqualified persons from performing the work.

_____ _____
Signature of Authorized Representative Date Signed

Pursuant to Texas Education Code §22.0834, entities that contract with IDEA Public Schools are required to provide services to obtain named based criminal history and/or fingerprinting record information regarding "covered employees."

Any contractor interested in participating in the School's purchasing and contracting process must comply with the requirements of Texas Education Code §22.0834 by working with the Texas Department of

Public Safety to conduct fingerprint checks on employees prior to being awarded a contract. Contractors who fail to follow the fingerprint process will not be allowed to compete for School contracts.

Definitions:

"*Covered Employees*": Any employee of a contractor or subcontractor who (1) has or will have continuing duties related to the contracted services and (2) has or will have direct contact with students. IDEA Public Schools (the "School") retains the discretion to determine what constitutes direct contact with students.

"*Disqualifying Criminal History*": Any conviction or other criminal information designated by the School, including one or more of the following offenses:

(1) A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including:

  (a) Crimes involving moral turpitude;

  (b) Crimes involving any form of sexual or physical abuse or neglect of a student or minor or other illegal conduct with a student or minor;

  (c) Crimes involving felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481, Texas Health and Safety Code;

  (d) Crimes involving school property or funds;

  (e) Crimes involving any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;

  (f) Crimes occurring wholly or in part on school property or at a school-sponsored activity; and

  (g) Felonies involving driving while intoxicated.

(2) A felony offense under Title 5, Penal Code.

(3) An offense on conviction of which a defendant is required to register as a sex offender.

(4) An offense under the laws of another state or federal law that is equivalent to an offense under items (2) and (3) above where, at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.

(5) Any other offense that the School believes might compromise the safety of students, staff, or property.

Initials here

Invitation for Bid: IFB#36-FSPG-0227 Facilities Supplies – Paper Goods
Bid Posting: November 14, 2026
Bid Due Date: December 1, 2026
Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

ATTACHMENT "E"

DEVIATIONS AND EXCEPTIONS.

Instruction to respondent: This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. On this form, identify and describe any deviations and exceptions to the terms, conditions, specifications, or other requirements of the IFB. If necessary, attach additional pages. IDEA Public Schools reserves the right to accept or reject any proposal based upon any deviation(s) or exception(s) identified hereon or any other modification of the IFB.

☐ The Respondent, named below, hereby declares and represents that it will fully comply with the terms, conditions, specifications and other requirements set forth in the IFB without deviation and exception.

☐ The Respondent, named below, hereby declares and represents that it will fully comply with the terms, conditions, specifications and other requirements set forth in the IFB except as follows:

_____

_____

_____

_____

_____

_____

_____

_____

_____

(For additional deviations and exceptions, refer to additional pages attached herewith.)

I, the undersigned agent for _____ ("Respondent"), certify that Respondent will fully comply with the terms, conditions, specifications and other requirements set forth in the IFB except as identified and described on this form, including any additional pages attached hereto.

_____ _____

Signature of Authorized Representative Date Signed

_____

Initials here

Additional Page to Attachment E.

Initials here

Invitation for Bid: IFB#36-FSPG-0227 Facilities Supplies – Paper Goods
Bid Posting: November 14, 2026
Bid Due Date: December 1, 2026
Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

ATTACHMENT "F"

SPECIFICATIONS – PRICING

Item	Part Number	Product Description	Units Per Case	Delivery/Shipping	Total Cost
1	PK7006	KC Coreless JRT Jr Bath Tissue White 12/1150 FT			
2	KL-851308	Kleenline Essentials 2-Ply JRT 12/1000 FT			
3	328548231	1000 FT 2-Ply Embossed Bath Tissue 12/cs			
4	ROY-RP-JT10002V	Virgin 2-Ply JRT Tissue 3.3 × 1000 FT			

SPECIFICATIONS – PRICING BASED ON DEVIATION (IF ANY)

Item	Part Number	Product Description	Brand / Part # Offered	Units Per Case	Delivery/Shipping	Total Cost
1	PK7006	KC Coreless JRT Jr Bath Tissue White 12/1150 FT	`			
2	KL-851308	Kleenline Essentials 2-Ply JRT 12/1000 FT				
3	328548231	1000 FT 2-Ply Embossed Bath Tissue 12/cs				
4	ROY-RP-JT10002V	Virgin 2-Ply JRT Tissue 3.3 × 1000 FT				

Initials here

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Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

ATTACHMENT "G"

DELIVERY LOCATIONS

Campus	Physical Address	City, State, Zip Code
Los Encinos	5400 S Ware Rd	McAllen, TX 78503
McAllen	201 N Bentsen Rd.	McAllen, TX 78501-8297
Mission	1600 S Schuerbach Rd.	Mission, TX 78572-1217
North Mission	2706 N. Holland Ave.	Mission, TX 78574
Owassa	1000 E Owassa Rd	Pharr, TX 78577
Palmview	4100 N Schuerbach Rd,	Palmview, TX 78572
Rio Grande City	2803 West Monarch Lane	Rio Grande City, TX 78582
Tres Lagos	5200 Tres Lagos Blvd	McAllen, TX 78504
La Joya	725 E Expressway 83	La Joya, Texas 78560
Donna	401 S 1st. St.	Donna, TX 78537-3055
Pharr	600 E Las Milpas Rd.	Pharr, TX 78577-9864
Quest	14001 N Rooth Rd	Edinburg, TX 78541
San Juan	600 E Sioux Rd.	San Juan, TX 78589-3491
Alamo	325 Kansas Rd.	Alamo, TX 78516
Toros CP	3300 E Texas Rd	Edinburg, TX 78542
Edinburg	2553 N Roegiers Rd.	Edinburg, TX 78541-4196
Elsa	411 S Fannin St.	Elsa, TX 78543
San Benito	2151 Russell Lane	San Benito, TX 78586-8969
Brownsville	4395 Paredes Line Rd.	Brownsville, TX 78526-6133
Frontier	2800 South Dakota	Brownsville, TX 78521-1296
Harlingen	24240 Chester Park Rd	Harlingen, Texas 78552
Riverview	30 Palm Blvd.	Brownsville, TX 78520
Robindale	3802 Ruben M Torres Blvd	Brownsville, TX 78521-1296
Weslaco	2931 E. Sugar Cane Dr.	Weslaco, TX 78596-2723
Sports Park	6650 Old Alice Rd	Brownsville, Texas 78526
Weslaco Pike	1000 E. Pike Blvd.	Weslaco, TX 78596-2723
Ambrose & Freda Robinson	10170 Kriewald Rd	San Antonio, TX 78245
Brackenridge	5555 Old Pearsall Rd	San Antonio, TX 78242
Burke	10434 Marbach Rd	San Antonio, TX 78245
Carver	217 Robinson Place	San Antonio, TX 78202-2751
Converse	5490 Fm 1516 N	Converse, TX 78109
Eastside	2519 Martin Luther King Dr.	San Antonio, TX 78220
Ewing Halsell	2523 W Ansley Blvd	San Antonio, TX 78224
Harvey E. Najim	926 S WW White Rd	San Antonio, TX 78220
Hidden Meadow	10138 Culebra Rd	San Antonio, TX 78250
Ingram Hills	3115 Majestic Dr.	San Antonio, TX 78228
Judson	13427 Judson Rd.	San Antonio, TX 78233
Mays	1210 Horal Rd.	San Antonio, TX 78245
Monterrey Park	222 SW 39th St.	San Antonio, TX 78237
South Flores	6919 South Flores	San Antonio, TX 78221
Walzem	6445 Walzem Dr.	San Antonio, TX 78239
Austin Health Professions	5816 Wilcab Rd	Austin, TX 78721
Bluff Springs	1700 E Slaughter Ln.	Austin, TX 78747
Kyle	640 Philomena Dr.	Kyle, TX 78640
Montopolis	1701 Vargas Rd.	Austin, TX 78741
Parmer Park	1438 E Yager Ln,	Austin, TX 78753
Pflugerville	1901 E Wells Branch Pkwy	Pflugerville, TX 78660
Round Rock Tech	3301 Greenlawn Blvd	Round Rock, TX 78664

Initials here

Rundberg	9504 N IH 35	Austin, TX 78753
Edgemere	15101 Edgemere Blvd.	El Paso, TX 79938
Horizon Vista	201 Horizon Blvd	Horizon City, TX 79928
Mesa Hills	405 Wallenberg Dr	El Paso, TX 79912
Mesquite Hills	11881 Dyer St.	El Paso, TX 79934
Rio Vista	210 N Rio Vista Dr	Socorro, TX 79927
Achieve	1900 Thomas Rd	Haltom City, TX 76117
AW Brown	5701 Red Bird Center Dr	Dallas, TX 75237
Edgecliff	6701 Crowley Rd	Fort Worth, TX 76134
Southeast	2935 E Seminary Dr	Fort Worth, TX 76119
Rise	3000 S Cherry Ln	Fort Worth, TX 76116
Hardy	1930 Little York Rd	Houston, TX 77093
Lake Houston	5627 S Lake Houston Pkwy	Houston TX 77049
Spears	2010 Spears Rd	Houston, TX 77067
Lopez	3401 W. 5th St.	Odessa, TX 79762
Yukon	7301 E Yukon Rd	Odessa, TX 79763
Henry	5820 Briarwood Ave	Midland, TX 79707

Initials here

Invitation for Bid: IFB#36-FSPG-0227 Facilities Supplies – Paper Goods
Bid Posting: November 14, 2026
Bid Due Date: December 1, 2026
Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

ATTACHMENT "H"

VENDOR PACKET

Initials here

2115 W. Pike Boulevard | Weslaco, Texas 78596
Phone 956.377.8000 | Fax 956.447.3796

VENDOR PACKET SUBMISSION INSTRUCTIONS

Complete all sections and submit to: bosupport@ideapublicschools.org
All supporting documentation listed below must be included with your submission.

1 Application Completion

The application form must be completed and signed by an authorized representative of the vendor.

2 Required Supporting Documentation

Submit all of the following documents with your application:

- ☐ a. Vendor Identification Maintenance File
- ☐ b. ACH Enrollment Form
- ☐ c. W-9 Form (W9 Only if Governmental Entity)
- ☐ d. Conflict of Interest Questionnaire (CIQ)
- ☐ e. EDGAR Certifications
- ☐ f. Felony Conviction Notice Statement
- ☐ g. Criminal History Certification
- ☐ h. Child Support Certification
- ☐ i. No P.O. No Pay Policy
- ☐ j. Pre-Employment or Pre-Service Affidavit

NOTICE TO PROSPECTIVE VENDORS

1 Vendor List Placement

Vendors are not placed on the IDEA Public Schools Vendor List until the **Vendor Packet is processed** in order for the **Purchase Order** to be approved by the **Purchasing Department.**

2 Purchase Orders Required

Vendors must accept Purchase Orders for all products and services. IDEA Public Schools will **NOT** be responsible for payment for products or services that are provided to IDEA Public Schools **without** an approved Purchase Order issued by IDEA Public Schools.

3 Debarment Verification

IDEA Public Schools will **NOT** procure goods/services if your business has been debarred or suspended. Vendor must be authorized to do business in Texas and in good standing with the Texas Comptroller and Secretary of State. IDEA Public Schools will verify this information on Sam.Gov.

4 Invoice Requirements

All invoices must reflect the Purchase Order number and must be emailed to payable@ideapublicschools.org for processing.

5 Payment Terms

All Payments are **net 30** days after receipt of products or services or corrected invoice, whichever is later.

2115 W. Pike Boulevard | Weslaco, Texas 78596
Phone 956.377.8000 | Fax 956.447.3796

Please check all boxes that apply to the types of goods/services your company can provide:

☐ 100-000-00000 Administrative	☐ 400-000-00000 General Expense	☐ 660-000-00000 Records Management
☐ 120-000-00000 Appliances	☐ 440-000-00000 Venue Rentals	☐ 670-000-00000 Refunds
☐ 140-000-00000 Athletics	☐ 450-000-00000 Graduation	☐ 680-001-00000 Shipping
☐ 170-000-00000 Back to School Program	☐ 470-000-00000 Grounds & Maintenance	☐ 700-000-00000 Student Nutrition
☐ 200-000-00000 Books	☐ 490-000-00000 Health Services	☐ 710-000-00000 Special Education
☐ 220-000-00000 Catering	☐ 500-000-00000 Instructional	☐ 720-000-00000 Technology
☐ 280-000-00000 Dry Cleaners	☐ 510-000-00000 Insurance	☐ 750-000-00000 Transportation
☐ 310-000-00000 Emergency Management	☐ 540-000-00000 Facilities Maintenance	☐ 760-000-00000 Travel
☐ 320-000-00000 Entertainment	☐ 550-000-00000 Mascot	☐ 780-000-00000 Utilities
☐ 350-000-00000 Films & Movies	☐ 590-000-00000 Photography/Videography	☐ 800-000-00000 Vocational
☐ 360-000-00000 Fine Arts	☐ 600-000-00000 Police/Resource Officer	☐ 820-000-00000 Warehouse
☐ 380-000-00000 Fundraisers	☐ 610-000-00000 Printing	☐ 830-000-00000 Marketing/Promo Material
☐ 390-000-00000 Furniture	☐ 630-000-00000 Professional Services	☐ 840-000-00000 Governmental Entity

REQUIRED: Are you a Current or Former Employee of IDEA Public Schools?

☐ Yes ☐ No

Please list any state or local governmental Cooperative/Interlocal Agreements you are associated with:

BUSINESS OFFICE USE ONLY

☐ New Vendor ☐ Revision to Vendor File

Vendor Number Assigned **Signature** **Date**

ACH Vendor Payment Enrollment Form

Only for use with banks within the United States

2115 W. Pike Boulevard | Weslaco, Texas 78596
Phone 956.377.8000 | Fax 956.447.3796

This form authorizes IDEA Public Schools to make payments to a business electronically. **Vendors must notify** IDEA of any payee, company information, or bank account changes verbally and in writing. IDEA is entitled to rely on this authorization until it receives 45 days' written notice of any change. Please type or print.

Section 1: Payee / Company Info

Vendor Name

Vendor DBA (if applicable)

Social Security Number or EIN

Phone Number

Mailing Address

City

State

Zip

Email Address * (REQUIRED)

Vendor Website URL

Section 2: Account Information (Provide Voided Check for Accuracy)

☐ Personal Account ☐ Business Account

Bank Name

Bank Address

City

State

Zip

Bank Routing Number (9 digits)

Account Number

☐ Checking ☐ Savings

Section 3: Authorization

Authorized Signature

Print Name

Title

Date

Section 4: Business Office Use Only

1099 Vendor: ☐ Yes ☐ No

If Yes, 1099 Box Number

Form 1099: Box 7

Form 1099: Box 6

Form 1099: Box 1

Submit Completed Form to: BOSupport@ideapublicschools.org

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

[a] **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) [a] _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) [a]

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person** [a]	**Date** [a]

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____

Signature of vendor doing business with the governmental entity Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us

Revised 4.10.2026

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Phone 956.377.8000 | Fax 956.447.3796

With respect to the use of federal funds for the procurement of goods and services, 2 CFR 200.326 and Appendix II to 2 CFR 200 require the inclusion of the following contract provisions.

Remedies for Contract Breach or Violations

Contracts for more than the simplified acquisition threshold, currently set at $250,000, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

Termination for Cause and Convenience

All contracts in excess of $10,000 must address termination for cause and for convenience by THE SCHOOL, including the manner by which it will be effected and the basis for settlement.

Equal Employment Opportunity

Except as otherwise provided under 41 CFR 60, all contracts that meet the definition of ‘‘federally assisted construction contract’’ in 41 CFR 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, ‘‘Equal Employment Opportunity’’ (30 FR 12319, 12935, 3 CFR 1964–1965 Comp., p. 339), as amended by Executive Order 11375, ‘‘Amending Executive Order 11246 Relating to Equal Employment Opportunity,’’ and implementing regulations at 41 CFR 60, ‘‘Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.’’

Davis-Bacon Act

When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by the school and the charter districts must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR 5, ‘‘Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction’’). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The school and the charter districts must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The school and the charter districts must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland ‘‘Anti-Kickback’’ Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, ‘‘Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States’’). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The school and the charter districts must report all suspected or reported violations to the Federal awarding agency.

Contract Work Hours and Safety Standards Act

Where applicable, all contracts awarded by the school and the charter districts in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Rights to Inventions Made Under a Contract or Agreement

If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that ‘‘funding agreement,’’ the recipient or sub-recipient must comply with the requirements of 37 CFR 401, ‘‘Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,’’ and any implementing regulations issued by the awarding agency.

EDGAR Certifications — Vendor Signature

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Phone 956.377.8000 | Fax 956.447.3796

Clean Air Act and Federal Water Pollution Control Act

Contracts and sub-grants of amounts in excess of $150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Energy Efficiency Standards and Policies

Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

Debarment and Suspension

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), ‘‘Debarment and Suspension.’’ The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Byrd Anti-Lobbying

Contractors that apply or bid for an award of $100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier.

Procurement of Recovered Materials

The school, the charter districts, and their contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

The vendor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable. It is further acknowledged that the vendor certifies compliance with all provisions, laws, acts, regulations, etc., as specifically noted above.

Vendor's Name / Company Name

Address, City, State, and Zip Code

Phone Number

Email Address

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

IDEA HEADQUARTERS
2115 W. Pike Boulevard
Weslaco, Texas 78596

Felony Conviction Notice Statement

This form to be completed by all Vendors/Contractors.

IDEA Public Schools ("IDEA") requires a person or business entity that enters into a contract with IDEA for the provision of goods or services to give advance notice to IDEA if the person or an owner or operator of the business entity has been convicted of a felony. This notice must include a general description of the conduct resulting in the conviction of a felony.

IDEA may terminate a contract with a person or business entity if IDEA determines that the person or business entity failed to give such notice or misrepresented the conduct resulting in the conviction.

NOTE: This notice statement is not required of a publicly held corporation.

Please mark the appropriate choice below:

☐ This business entity is a publicly held corporation; therefore, this reporting requirement is not applicable.
☐ This business entity is not owned nor operated by anyone who has been convicted of any felony.
☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name(s) of person(s) convicted of a felony, as applicable:

_____

Details of Conviction(s), as applicable:

_____

_____

_____

I, the undersigned agent for the business entity named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor Business (DBA) Name: _____

Full Name of Authorized Company Official (Print): _____

_____ _____ _____
Signature of Company Official Title Date

IDEA Public Schools

IDEA HEADQUARTERS
2115 W. Pike Boulevard
Weslaco, Texas 78596

Texas Criminal History Review of Contractor Employees

Texas Education Code § 22A.055 requires entities that contract to provide services to IDEA Public Schools to either (i) obtain named based criminal history and/or fingerprinting record information regarding "covered employees", and (ii) obtain each vendor/contractor and vendor employee applying as a service provider for an educational entity (school district, open enrollment charter school) to complete and return the pre-service affidavit.

Definitions:
"*Covered Employees*": Any employee of a contractor who (1) has or will have continuing duties related to the contracted services[1] and (2) has or will have direct contact with students.[2] ***If both of these criteria are met, a national criminal history record review is mandatory for any covered employee***.

"*Disqualifying Criminal History*": Any conviction or other criminal information designated by IDEA, including one or more of the following offenses:

1. A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including:
    a. Crimes involving moral turpitude;
    b. Crimes involving any form of sexual or physical abuse or neglect of a student or minor or other illegal conduct with a student or minor;
    c. Crimes involving felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481, Texas Health and Safety Code;
    d. Crimes involving school property or funds;
    e. Crimes involving any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
    f. Crimes occurring wholly or in part on school property or at a school-sponsored activity; and
    g. Felonies involving driving while intoxicated.
2. A felony offense under Title 5, Penal Code.
3. An offense on conviction of which a defendant is required to register as a sex offender.
4. An offense under the laws of another state or federal law that is equivalent to an offense under items (2) and (3) above where, at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.
5. Any other offense that IDEA believes might compromise the safety of students, staff, or property.
6. Persons appearing on the TEA's Do Not Hire Register under Texas Education Code 22A.151.
7. Any disclosed misconduct, allegations, investigations or other actions under Texas Education Code 22A.051 and 22A.055 and as disclosed in the TEA's Pre-Employment or Pre-Service Affidavit may be grounds to disqualify certain persons at IDEA's sole discretion.
8. A failure to disclose as required by Chapter 22A shall render a service provider ineligible for further service and IDEA is required to terminate.

All contractors must cooperate with IDEA to comply with the requirements of Texas Education Code § 22A.055 prior to beginning contract services to IDEA.

---

[1] IDEA considers *continuing duties* as those work duties that are performed pursuant to a contract on a regular, repeated basis rather than infrequently or one-time only. This may include, but is not limited to, contracts involving services to be rendered over multiple single-day engagements.
[2] *Direct contact with students* is contact that results from activities that provide substantial opportunity for verbal or physical interaction with students and that is not supervised by an educator or other idea employee. IDEA retains discretion to determine what constitute direct contact with students.

IDEA Public Schools

IDEA HEADQUARTERS
2115 W. Pike Boulevard
Weslaco, Texas 78596

CRIMINAL HISTORY REVIEW OF CONTRACTOR EMPLOYEES

Please complete the information below:

I, the undersigned agent for _____ ("Contractor"), certify that [check one]:

[_☐_] None of Contractor's employees are *covered employees*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that its employees will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

[_☐_] Some or all of Contractor's employees are *covered employees*. If this box is checked, I further certify that:

1. If Contractor receives information that a *covered employee* subsequently has a reported criminal history, Contractor will immediately remove the *covered employee* from contract duties and notify IDEA in writing within three business days.
2. Upon request, Contractor will provide IDEA with the name and any other requested information regarding *covered employees* so that IDEA may obtain criminal history record information on the *covered employees*.
3. If IDEA objects to the assignment of a *covered employee* on the basis of the *covered employee's* criminal history record information, Contractor agrees to discontinue using that *covered employee* to provide services to IDEA.
4. All *covered employees* hired after January 1, 2008 have completed the required background check process prior to performing any duties related to IDEA or having any direct contact with students.

I also certify to IDEA that, if subcontractors will be used to perform contract services to IDEA, Contractor has obtained certifications from its subcontractors in compliance with Chapter 22 of the Texas Education Code.

I understand that non-compliance or misrepresentation regarding this certification may be grounds for contract termination and/or barring disqualified persons from performing the work.

_____ _____

Signature of Contractor Official Date

The Texas Health and Human Services Commission Form 1903, Child Support Certification must be completed legibly, either handwritten or typed. A duly authorized representative, preferably the duly authorized representative identified, must sign this form. Failure to complete this form pursuant to this and other instruction shall disqualify the Proposal. The child support certification form can be found at: https://www.hhs.texas.gov/regulations/forms/1000-1999/form-1903-child-support-certification.

TEXAS Health and Human Services

Form 1903
May 2017-E

Child Support Certification

Section 1

Family Code, Section 231.006, Ineligibility to Receive State Grants or Loans or Receive Payment On State Contracts, prohibits the payment of state funds under a grant, contract, or loan to:

- a person who is more than 30 days delinquent in paying child support; and
- a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent.

Section 231.006 further provides that a person or business entity that is ineligible to receive payments for the reasons stated above shall continue to be ineligible to receive payments from the state under a contract, grant, or loan until:

- all arrearages have been paid;
- the person is in compliance with a written repayment agreement or court order as to any existing delinquency; or
- the court of continuing jurisdiction over the child support order has granted the obligor an exemption from Subsection (a) as part of a court-supervised effort to improve earnings and child support payments.

Section 231.006 further requires each bid, or application for a contract, grant, or loan to include:

- the name and Social Security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application; and
- the statement in Section 3 below.

Section 231.006 authorizes a state agency to terminate a contract if it determines that the statement required below is inaccurate or false. In the event the statement is determined to be false, the vendor is liable to the state for attorney's fees, costs necessary to complete the contract (including the cost of advertising and awarding a second contract), and any other damages provided by law or contract.

Section 2

In accordance with Section 231.006, the names and Social Security numbers (SSN) of the individuals identified in the contract, bid or application, or each person with a minimum 25 percent ownership interest in the business entity identified therein are provided below:

Name:		SSN:	
Name:		SSN:	
Name:		SSN:	
Name:		SSN:	

Section 3

As required by Section 231.006, the undersigned certifies the following:

"Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Contractor Authorized Representative Printed Name:	Title:
Contractor Authorized Representative Signature:	**Date:**

No P.O. No Pay Policy

No Purchase Order — No Payment

2115 W. Pike Boulevard | Weslaco, Texas 78596
Phone 956.377.8000 | Fax 956.447.3796

This letter is to inform our valued suppliers about IDEA Public Schools' Purchasing Policy and Procedures regarding Purchase Orders.

IDEA Public Schools' Purchasing Policy requires that all orders have a purchase order number before shipment of the product and or before rendering any services. There will be no exceptions granted to this policy. Failure to comply will result in a notice of violation and/or payment will not be approved.

Packing Slip Required
A packing slip is required with each shipment. Supplier packing slips and/or invoices must reference the provided purchase order number in order to receive payment.

Invoices Without PO Numbers
Invoices received without Purchase Order information may **NOT** be paid by IDEA Public Schools and will be returned to the vendor/supplier. Requisition numbers are **NOT** valid authorization to purchase or order goods and services.

PROCESS FOR OBTAINING A PURCHASE ORDER

1. IDEA employees authorized to order goods and services must first obtain a quote from IDEA-approved/awarded vendors.
2. The IDEA Public Schools employee enters a Requisition based on the quote.
3. The Purchasing Department issues a Purchase Order based on the Quote and Requisition.
4. Purchase Order is sent to the vendor/supplier.
5. Vendor/Supplier delivers product(s) or performs services — limited to scope and quantities on the PO. Prior approval is required for change orders. ***Do NOT deliver or perform above the PO without an official change order.***
6. Vendor submits Invoice with the PO number printed on it to Accounts Payable at payable@ideapublicschools.org.
7. IDEA Public Schools pays the invoice (NET 30) if it conforms with the Purchasing Policy and any change orders issued.

All orders must be delivered to the appropriate IDEA Public Schools location listed on the Purchase Order and not to any other personnel or department. If you have any questions regarding this policy, please contact the Purchasing Department at **purchasing@ideapublicschools.org**.

By signing this agreement, you agree NOT to provide any goods or services without an IDEA Public Schools-issued Purchase Order. If a purchase order has not been received prior to providing goods or services, you are hereby informed that payment may not be rendered.

Vendor Printed Name _____ **Date** _____ **Vendor Signature** _____

PRE-EMPLOYMENT OR PRE-SERVICE AFFIDAVIT FOR EDUCATIONAL ENTITIES

Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement) ***must*** *submit, using a form adopted by the agency, a pre-employment or pre-service affidavit.*

Section 1 - Penalties for Failure to Disclose Required Information

A person commits an offense, a Class B misdemeanor, if the person fails to disclose information required to be disclosed under TEC §22A.055. Additionally, a determination that an employee or person providing services failed to disclose information required to be disclosed by a person under TEC §22A.055 is grounds for termination of employment or service.

Section 2 – Disclosure of Work History and Consent for Release of Records

Have you previously been employed by or acted as a service provider, or are you currently employed by or currently acting as a service provider for a public or private school?	Yes ☐ No ☐
Do you consent for release of your prior employment records? *Pursuant to TEC §22A.055, a person applying for employment with or who will act as a service provider for an educational entity must consent for release of the person's employment records.*	Yes ☐ No ☐

Section 3 – Disclosure of Investigation or Placement on the Do Not Hire Registry

Have you ever been terminated, non-renewed, or discharged from a public or private school?	Yes ☐ No ☐
Have you ever resigned, in lieu of being terminated or discharged, from a public or private school?	Yes ☐ No ☐

Have you ever been investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convicted of, an offense involving the following conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D) ?: • abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury; • was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor; • engaged in inappropriate communications with a student or minor, as defined by board rule; • failed to maintain appropriate boundaries with a student or minor, as defined by board rule; *Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendre), probation, suspension, or deferred adjudication.* *Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.*	Yes ☐ No ☐
Have you ever been investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or subject to another sanction in this state or another state for conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D), which is described above?	Yes ☐ No ☐
Are you now the subject of an inquiry, disciplinary action, review, or investigation, by any public or private school, by a teacher-licensing agency, by any law enforcement agency, or in the court of Texas or any other state in connection with any alleged misconduct?	Yes ☐ No ☐
Have you ever been listed on the Do Not Hire Registry under TEC §22A.151 by the Texas Education Agency.	Yes ☐ No ☐
If you answered YES to any question in this section, disclose all relevant facts known to you pertaining to the matter, including, if applicable to the action, whether the allegation was determined to be true or false.	

Section 3 – Declaration of Applicant

Name (First, Middle, Last)	Date of Birth
Address (House/Unit # and Street Name)	
Address (City, State, Zip Code)	County
Signature	Date Signed

Invitation for Bid: IFB#36-FSPG-0227 Facilities Supplies – Paper Goods
Bid Posting: November 14, 2026
Bid Due Date: December 1, 2026
Contact: Bonnibelle Caballero, facprocurement@ideapublicschools.org

END OF IDEA PUBLIC SCHOOLS

IFB

PACKAGE FOR IDEA FACILITIES DEPARTMENT

Initials here