



PURCHASING DEPARTMENT
310 C EAST EXPRESSWAY 83
LA JOYA, TEXAS 78560
(956) 580-6076 - Fax (956) 580-6082

This *Vendor's List Application* form is intended for use in identifying vendors desiring to receive **Notices to Bid** and **Requests for Proposals (RFP)** released by the La Joya Independent School District of La Joya, Texas, for various commodities, goods and services. Submittal of this bidder's application is for the convenience of the Purchasing Department only and does not guarantee to the submitter the receipt of any **Notices to Bid** or **Requests for Proposals** released.

Please check off the category/categories that apply to your business on the accompanying commodities listing and return to the address above. When a bid is sent to the applicant, if the applicant does not wish to submit a bid, but desires to be kept on the mailing list used for that bid, then they must respond on the "**NO BID/NO PROPOSAL REPLY FORM**" and explain the reason for not bidding. This action is necessary in order for the addressee to remain on the mailing list for that commodity/service. **Failure to complete and return the "No Bid/No Proposal Reply Form", if not bidding, will result in the addressee being immediately removed from the mailing list for that commodity/service. There will be no additional warning.**

Notices to Bid and *Requests for Proposals* for all commodities, goods and services are advertised in *The Monitor* (newspaper). All bids and proposals submitted must be received at the Purchasing Department prior to the time specified as the bid opening time on the date due.

Appointments to call on the Director of Purchasing or the Assistant Director of Purchasing are requested and will be made when mutually convenient.

IT IS THE RESPONSIBILITY OF EACH VENDOR TO APPRISE THE LA JOYA ISD PURCHASING DEPARTMENT OF ANY CHANGE OF ADDRESS.

VENDOR'S LIST APPLICATION

Date: _____ Federal I.D. or S.S.#: _____

1. Name & Mailing Address for Bidding Forms & Purchase Orders:

Company Name: _____

Mailing Address: _____

City, State & Zip Code: _____

Phone#: _____ Fax#: _____

Internet Address: _____ e-mail _____

2. Mailing Address for Payments (If Different from Item #1)

3. Type of Organization (Check One)

_____ Individual _____ Partnership _____ Non-Profit Organization

_____ Corporation, Incorporated Under Laws of the State of: _____

4. Is Your Organization HUB Approved? ____ yes ____ no (Please attach the HUB-Historically Underutilized Business Certificate, if you have one, to this application.)

5. How Long In Present Business? _____

6. Persons Authorized to Sign Bids, Offers, Contracts (indicate if Agent)

NAME	OFFICE CAPACITY	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Persons to Contact on Bids or Quotes:

NAME	OFFICE CAPACITY	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Type of Business:

_____ Manufacturer _____ Factory Representative _____ Wholesale Dealer

_____ Construction _____ Unlimited Contractor _____ Limited Contractor

_____ Retail Dealer

_____ Service Establishment - Define: _____

_____ Other - Define: _____

9. Complete the Attached Commodity List for the Goods/Services Provided.

I hereby certify that information supplied herein is correct.

Print or Type Name & Title

Signature

Date

=====PURCHASING DEPARTMENT USE ONLY=====

_____ **Date Received**
Number(s)

_____ **Commodity**

_____ **New Application**

_____ **Add Commodities**

_____ **Name & / or Address Change**

_____ **Delete Commodities**

COMMODITY LIST – CHECK ALL APPLICABLE BOXES FOR GOODS/SERVICES PROVIDED

- Acoustical tile, including materials and supplies
- Acrylic sheets
- Agriculture equipment & accessories – tractors
- Agriculture implement & accessory parts
- Air Conditioning Supplies and air conditioning filters
- Air pollution control administrative services
- Appliances: washers, dryers, ovens, refrigerators, etc.
- Art equipment and supplies
- Athletic goods, supplies and equipment: (Please check applicable categories below):
- Athletic Trainer's Department
- Baseball
- Basketball
- Coaching Attire
- Boxing and Wrestling
- Cross Country
- Football
- Golf
- Scoreboards
- Special Olympics
- Soccer
- Softball
- Swimming
- Track
- Volleyball
- Weight Training
- Auctioneers, surplus property
- Audiovisual equipment & supplies, including television, video, VCR (see police equipment for surveillance cameras)
- Automotive accessories for automobiles and trucks
- Automotive bodies, accessories and parts (except school buses)
- Automotive cleaning supplies
- Automotive maintenance items & repair/replacement parts
- Automotive shop equipment and supplies
- Automotive – Automobiles, station wagons, passenger vans, school buses trucks &
- Awards/Incentives-Certificates, ribbons, plaques, customized imprinted items, etc.
- Barber and Beauty shop equipment & supplies
- Belts & belting: power transmission & v-belts-transportation
- Blinds, mini-blinds, awnings and shades
- Bookbinding services
- Bookbinding supplies
- Building maintenance and repair services
- Buildings and structures: frames – portable buildings
- Cafeteria & equipment – cafeteria utensils
- Cafeteria & kitchen equipment – repair and cleaning services
- Cafeteria & kitchen: grease trap service
- Charter service, bus
- Chemicals & solvents, commercial (in bulk) transportation dept.
- Clocks, timers, watches
- Compressors (CNG)
- Computers – hardware, accessories, supplies
- Computers – software
- Data processing paper-not continuous form computer paper (see forms)

- ___ Data processing services and software
- ___ Doors, frames and related hardware
- ___ Drapes, curtains, and upholstery material – stage curtains
- ___ Electrical cables and wires (not electronic)
- ___ Electrical equipment & supplies (except cables & wires)
- ___ Electrical bulbs & fluorescent tubes
- ___ Electrical components, replacement parts & accessories
- ___ Electronic components, replacement parts & accessories
- ___ Embossing and engraving – diplomas
- ___ Energy management systems, components
- ___ Engineering, Professional
- ___ Envelopes (plain)
- ___ Envelopes (printed)
- ___ Equipment maintenance and repair office, photographic, and radio/tv equipment
- ___ Equipment maintenance and repair copiers
- ___ Equipment maintenance and repair typewriters
- ___ Exterminating Services – Insects
- ___ Fencing supplies and equipment
- ___ Fertilizers and soil conditioners
- ___ Financial services
- ___ Fire protection equipment and supplies
- ___ Flags, flag poles, banners, and accessories
- ___ Floor covering and installation, carpets
- ___ Foods: bakery products (fresh)
- ___ Foods: dairy products (fresh)
- ___ Foods: dry/frozen & prepared ready to eat chips, snack cakes
- ___ Foods: perishable
- ___ Foods: staple grocery and groceries miscellaneous items
- ___ Forms, continuous: computer paper, form labels
- ___ Fuel, oil, grease and lubricants
- ___ Furniture: cafeteria
- ___ Furniture: library
- ___ Furniture: school
- ___ Furniture: office
- ___ Gases, containers, equipment welding – acetylene & oxygen
- ___ Hardware & related items – keys & blanks
- ___ Health Related Services and supplies
- ___ Insurance Services (Dental/Health/Life/TSA/Disability/Vision Plan)
- ___ Insurance Services (Student)
- ___ Insurance Services (Auto)
- ___ Insurance Services (Property)
- ___ Insurance Services (Workers Compensation Third Party Administrator)
- ___ Janitorial equipment – vacuums, carpet cleaners, buffers, scrubbers, etc.
- ___ Janitorial supplies
- ___ Laundry & dry cleaning services – uniforms & uniform rentals
- ___ Lawn maintenance equipment, accessories, & parts (non agricultural)
- ___ Library & archival equipment, machines & supplies
- ___ Library books
- ___ Lumber & related products – plywood, building materials
- ___ Medical supplies
- ___ Metals: bars, plates, rods, sheets, strips, tubing
- ___ Miscellaneous services – concessions, school pictures, etc.
- ___ Musical instruments, accessories, and supplies
- ___ Office machines, equipment, and accessories

- ___ Office mechanical aids, small machines, and apparatuses
- ___ Office supplies
- ___ Optical equipment, accessories, and supplies
- ___ Paint, Athletic Field marking
- ___ Paint, protective coating, varnish, wallpaper, and related products
- ___ Paper and plastic products, disposable – food services items
- ___ Paper (for office and print shop use)
- ___ Paper – decorative stationery
- ___ Park, playground equipment
- ___ Playground equipment not otherwise classified (including bleachers)
- ___ Photographic equipment & supplies (not including graphic art, microfilm)
- ___ Plastics, resins, fiberglass: laminating & molding equipment & supplies
- ___ Physical Education Supplies & Equipment
- ___ Plumbing equipment, fixtures, and supplies
- ___ Police equipment and supplies (surveillance cameras)
- ___ Printing, publishing, silk screening, typesetting
- ___ Printing plant equipment and supplies (except paper)
- ___ Printing/Processing of tax statements
- ___ Professional services, attorneys, consultants, accountants
- ___ Public works: construction and related services
- ___ Publications & audiovisual materials (prepared materials only) periodical
- ___ Radio, telephone, fax & telecommunication equipment & supplies
- ___ Real property rental or lease
- ___ Refrigeration equipment and accessories
- ___ Rental/lease services or equip. office, photographic, print, radio/tv, telephone
- ___ Roofing
- ___ Rubber stamps, stamp pads and stamp pad ink
- ___ Sale or surplus and obsolete items
- ___ School equipment and supplies: general
- ___ School equipment & supplies,: instructional supplies
- ___ Science equipment and furniture
- ___ Science supplies
- ___ Security, fire, safety, & emergency services
- ___ Seed, sod, soil, and inoculants
- ___ Septic Tank Services
- ___ Sewing accessories, notions, and supplies
- ___ Sewing machines & supplies
- ___ Solid Waste Disposal Service
- ___ Sound systems, components, and accessories: intercom, music, public address
- ___ Tires and tubes
- ___ Tools – hand tools, small electrical tools
- ___ Vending machines, non-refrigerated

Uniforms (Clothing) – Please check applicable categories below:

- ___ Award Jackets
- ___ Band, Cheerleading, Choir, Drill Team, Folkloric, Mariachi, ROTC
- ___ Employee Uniforms

- ___ Water treating chemical & testing
- ___ Welding equipment and supplies

Other, Specify _____ *(Please send literature)*



La Joya
Independent School District

Please note: The La Joya I.S.D. utilizes the following Purchasing Cooperative Programs. Vendors are encouraged to join these CO-OPS at their discretion.

Purchasing Cooperatives

Region One Education Service Center Library Resources Bids

Contact: María Elena Ovalle

<http://www.esc1.net/media/librarybids.html>

Phone: (956) 984-6055

Fax: (956) 984-6059

Food Service Bids

Contact: D. Mark Wallace

(956) 984-6122

(956) 984-6039

Texas Building & Procurement Commission State Term Contracts – Various Purchasers

Phone: (512) 463-3368

Fax: Various, depending on Purchaser

Catalog Information Systems Vendors (CISV) Contracts

cisv@tbpc.state.tx.us

Phone: (512) 463-8889

Fax: (512) 463-3503

Region Two Multi-Regional Purchasing Cooperative

<http://purchase.esc2.net>

Contact: Jim Carlisle

Phone: (800) 891-6403

Fax: (888) 872-8360

Texas Interlocal Purchasing System (TIPS)

Contact: Kim Thompson

<http://www.tips-texas.com>

Phone: (866) 839-8477

Fax: (866) 839-8472

Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program

<https://www.hgacbuy.com/>

Contact: Ron Schmalle

Phone: (800) 926-0234

Fax: (713) 993-4548

Texas Local Government Purchasing Cooperative (BuyBoard)

<http://www.tasb.org>

Contact: Sharon McAfee

Phone: (800) 695-2919

Fax: (800) 211-5454

Texas Cooperative Purchasing Network (TCPN)

<http://esc4coop.home.texas.net>

Contact: Stuart Verdon

Phone: (888) 884-7695

Fax: (800) 458-0099