

## ADVERTISED BIDS AND PROPOSALS

Current opportunities are listed on the State of Texas Electronic State Business Daily website at <http://esbd.cpa.state.tx.us/>. Please select "Navarro College" from the drop-down box and then select "Go". All inquiries should be emailed to [purchasing@navarrocollege.edu](mailto:purchasing@navarrocollege.edu).

All prospective vendors must accept the Navarro College's Terms & Conditions (see next page).



**NAVARRO COLLEGE**  
**TERMS AND GENERAL CONDITIONS OF**  
**INVITATION FOR QUOTATION OR BID**  
(Rev. 9/13/07)

**1. SHIPMENT**

All items F.O.B. Navarro College, Campus as designated (Corsicana, Waxahachie, Midlothian, or Mexia), Texas. All articles shall be snug-packed in standard commercial containers so constructed as to give adequate protection to their contents from the normal hazards of transportation and insure acceptance by common or other carriers for safe transportation. Each shipping container must be plainly marked with a brief description of the contents and purchase order number.

**2. SPECIFICATIONS**

**A. Brand Names**

Any reference in the inquiry to manufacturer's brand names is intended to be descriptive, but not restrictive, and is for the sole purpose of indicating to prospective bidders articles that will be satisfactory, unless the item is shown to be "No Substitute".

**B. Samples**

When a sample is not called for by the invitation to bid, strict compliance with the specifications will be required under the contract. Where submission of samples is required by the invitation to bid the articles delivered under the contract shall comply with the specifications, and unless the bidder indicates, must also conform to, or equal, the sample submitted. Samples will be returned to the bidder on request, freight prepaid. Final judgment as to quality will be made by authorized personnel at Navarro College.

**3. AWARDS BASED ON DELIVERY TIME**

Where the invitation to bid provides that time of delivery shall be of the essence in making awards, the following shall apply. Except as otherwise stated in bid, it shall be understood that the bidder offers to deliver from stock on hand or available to the bidder in time or permit delivery within the specified time. For any supplies delivered after the specified time and accepted, the price payable to the vendor will be bid price or current market price, whichever is lower.

**4. AWARD**

The right is reserved by Navarro College to reject any or all bids and to waive any minor informality or irregularity in bids unless qualified by specific limitation of the bidder. Navarro College may accept any item or group of items of any bid unless qualified by specific limitation of the bidder. Unless otherwise provided in the invitation, bids may not be submitted for any quantities less than those specified, and Navarro College reserves the right to make an award on any item for a quantity less than the quantity bid upon at the unit price offered unless the bidder specifies otherwise in his bid. The contract shall be awarded to that responsible bidder whose bid, conforming to the inquiry, will be most advantageous to Navarro College, price and other factors considered. An award that is mailed (or otherwise furnished) to the successful bidder, within the time for acceptance specified in the bid, results in a binding contract without further action by either party.

**5. DISCOUNTS**

Discounts will be computed from date of receipt and acceptance of material or on date of receipt of acceptable invoice, whichever is later.

**6. PRICES**

Unit price for each unit bid shall be shown. In each case, total amount shall be inserted in the amount column. All prices given automatically become valid for 60 days unless otherwise noted.

**7. DELIVERY TIME**

When not otherwise specified, bidder must definitely state time of proposed delivery.

**8. COMPUTATION OF TIME OF DELIVERY**

Time of delivery, if stated as number of days, will include Saturdays, Sundays, and Holidays.

9. **BIDS**

A. **Data**

Each bidder shall furnish the information required by the invitation to bid. The bidder will print or type the information on the bid form. Bidder will not alter format of the bid.

B. **Late Bids**

No bid or modification thereof received after the time set for opening of bids will be considered.

C. **Corrections**

Erasures or other changes in bids must be explained or otherwise initialed over the signature of the bidder.

D. **Mistakes**

It is assumed and the responsibility of the bidders to examine the drawings, specifications, circulars, invitation to bid and all instructions pertaining to the supplies or services bid. Failure to do so will be at the bidder's risk. In case of mistakes in extension of price, the unit price will govern.

E. **Alternates**

All bidders are invited to submit alternates as outlined in Section 2.

F. **Addressing**

Except as provided in (G) below, bids and modifications thereof shall be enclosed in sealed envelopes addressed to the issuing office, with the name and address of the bidder, the date and hours of opening, and the invitation number on the face of the envelope.

G. **Fax**

Bids by FAX are accepted. Faxed bids must include the bid number, company name, contact person, address, telephone number and signature.

H. **E-Mail**

Emailed bids must include the bid number, company name, contact person, address, telephone number and signature. Bids submitted by e-mail will be accepted if they contain a scanned copy of the signature page or if the signed signature page is received via fax or mail within five (5) days of the bid closing.

I. **Withdrawal**

Bids may be withdrawn provided such notice is received prior to the time set for the opening of the bids.

10. **BONDS & PAYMENTS**

No bond or other form of security will be required except as provided in the invitation. This also includes partial payments as a condition of sale. **No payment will be made until all items are received and order is complete.**

11. **NO BID**

In the event no bid is to be submitted, note same on one copy of the invitation and return. Also, advise whether future invitations for the type of supplies or services covered by the inquiry are desired. When a bidder has not responded to a minimum of three (3) inquiries, his name may be dropped automatically from the bidder's list at the discretion of Navarro College, unless he has expressed a desire to be retained on the bid lists.

12. **INSURANCE**

Any successful bidder that does work on the Navarro College campus must furnish proper insurance that will satisfy current conditions as prescribed by the authorized personnel at Navarro College.