

## Notice to Bidders

Sealed Bids will be received by Region 16 Education Service Center on behalf of TexBuy Purchasing Cooperative until **2:00 p.m. CST, Tuesday, June 5, 2018** for the following category:

- **TEXBUY RFP #018-001 – STATE-WIDE OFFICE AND CLASSROOM SUPPLIES**

All bids shall be submitted to Region 16 ESC/TexBuy, Attn: Andrew Pickens, 5800 Bell Street, Amarillo, TX 79109, in a sealed envelope with the bid number and category clearly marked on the front of the envelope. Note: Bidders must be able to provide their proposed products and services in every geographic region of Texas or must clearly specify which geographic region(s) they will cover.

Bid documents can be downloaded from the web at [www.texbuy.net](http://www.texbuy.net). Region 16 ESC/TexBuy reserves the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, within Texas state law, are in the best interest of Region 16 ESC/TexBuy and its Participating Entities. Bids will be opened and read immediately following the deadline.

Region 16 ESC/TexBuy will consider the following in determining awards for this contract: The purchase price – 50%; the reputation of the vendor and of the vendor's goods or services – 10%; the quality of the vendor's goods or services – 10%; the extent to which the goods or services meet with Region 16 ESC/TexBuy's needs – 10%; the vendor's past relationship with Region 16 ESC/TexBuy – 10%; the impact on the ability of Region 16 ESC/TexBuy to comply with laws and rules relating to Historically Underutilized Businesses (HUB) – 10%; the total long-term cost to Region 16 ESC/TexBuy to acquire the vendor's goods or services; and information submitted by the vendor as a response to this RFP.

Region 16 ESC and TexBuy Purchasing Cooperative may be contacted by telephone: (806) 677-5044, fax (806) 677-5059, mail: 5800 Bell Street, Amarillo, TX 79109, or email: ([andrew.pickens@esc16.net](mailto:andrew.pickens@esc16.net)) from 8:30 a.m. to 4:00 p.m., Monday-Friday, except holidays.