



ABILENE INDEPENDENT SCHOOL DISTRICT

VENDOR APPLICATION FORM

Please complete Vendor Application Form and Commodity List and fax to 325-794-1329, email to [sharon.calcote@abileneisd.org](mailto:sharon.calcote@abileneisd.org) or mail to address on the bottom of the Purchasing Procedures page.

**Please Note: YOU DO NOT BECOME AN ABILENE ISD APPROVED VENDOR BY SUBMITTING THIS APPLICATION**

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address Line \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact for Bid Invitations: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Extension: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Type of Business: (Check as applicable)

- Retail  Distributor  Broker  Manufacturer  Other

Tax ID#: \_\_\_\_\_

References:

Company Name	Contact	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Abilene Independent School District Commodity List

Please select the bid category which best fits your company's product or service.

<input type="checkbox"/>	<b>Athletics</b>	<input type="checkbox"/>	<b>Furniture</b>
<input type="checkbox"/>	Baseball	<input type="checkbox"/>	Cafeteria
<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Classroom
<input type="checkbox"/>	Football	<input type="checkbox"/>	Library
<input type="checkbox"/>	Golf	<input type="checkbox"/>	Office
<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	Outdoor (Park/Picnic, Etc)
<input type="checkbox"/>	Helmet Reconditioning	<input type="checkbox"/>	Pre-Kindergarten
<input type="checkbox"/>	Power Lifting		
<input type="checkbox"/>	Soccer		<b>Indoor/Outdoor Equipment</b>
<input type="checkbox"/>	Softball	<input type="checkbox"/>	Athletic Turf
<input type="checkbox"/>	Swimming	<input type="checkbox"/>	Bleacher Systems
<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Lockers
<input type="checkbox"/>	Track	<input type="checkbox"/>	Playground Equipment
<input type="checkbox"/>	Training Supplies	<input type="checkbox"/>	Portable Risers
<input type="checkbox"/>	Volleyball	<input type="checkbox"/>	Scoreboard
	<b>Awards</b>		
<input type="checkbox"/>	Diplomas		<b>Instructional</b>
<input type="checkbox"/>	Letter Jackets	<input type="checkbox"/>	Art Supplies/Equipment
<input type="checkbox"/>	Trophies / Plaques	<input type="checkbox"/>	Audio Visual Software
<input type="checkbox"/>	Specialty Items	<input type="checkbox"/>	Audio Visual Supplies/Equipment
		<input type="checkbox"/>	Calculators
	<b>Communication Supplies/Equipment</b>	<input type="checkbox"/>	Instructional Supplies/Teaching Aids
<input type="checkbox"/>	Cellular Telephones	<input type="checkbox"/>	Maps & Globes
<input type="checkbox"/>	Pagers	<input type="checkbox"/>	PE Supplies/Equipment
<input type="checkbox"/>	Two-Way Radios	<input type="checkbox"/>	Pre-K Supplies/Equipment
		<input type="checkbox"/>	Science Supplies/Equipment
	<b>Consultants/Professional Services</b>	<input type="checkbox"/>	Special Education Supplies/Equipment
<input type="checkbox"/>	Architect	<input type="checkbox"/>	Tech Ed Supplies/Equipment (Pre-Engineering)
<input type="checkbox"/>	Asbestos		
<input type="checkbox"/>	Engineer		<b>Insurance</b>
<input type="checkbox"/>	Instructional	<input type="checkbox"/>	Athletic Insurance
<input type="checkbox"/>	Physicians	<input type="checkbox"/>	Excess, WC & Third Party Administration
<input type="checkbox"/>	Rehabilitation Services (includes OT/PT/SP)	<input type="checkbox"/>	Third Party Admin 403 (B)
<input type="checkbox"/>	Technology	<input type="checkbox"/>	Property Casualty
	<b>Child Nutrition (Food Service)</b>		<b>Library</b>
<input type="checkbox"/>	Appliances-Non-Commercial	<input type="checkbox"/>	Book Binding
<input type="checkbox"/>	Bread	<input type="checkbox"/>	Library Books
<input type="checkbox"/>	Equipment (Small & Large)	<input type="checkbox"/>	Library Supplies/Equipment
<input type="checkbox"/>	Frozen Food	<input type="checkbox"/>	Magazines
<input type="checkbox"/>	Frozen Novelties		<b>Miscellaneous Services</b>
<input type="checkbox"/>	Grocery (Dry/Canned)	<input type="checkbox"/>	Armored Transport
<input type="checkbox"/>	Milk/Dairy	<input type="checkbox"/>	Audio Visual Repair
<input type="checkbox"/>	Miscellaneous Supplies	<input type="checkbox"/>	Drug Testing
<input type="checkbox"/>	Non-Carbonated Beverages	<input type="checkbox"/>	Printing Services
<input type="checkbox"/>	Paper/Disposable Products		
<input type="checkbox"/>	Repair Parts		<b>Music, Band/Choir/Orchestra</b>
	<b>Child Nutrition Contracted Services</b>	<input type="checkbox"/>	Musical Instruments
<input type="checkbox"/>	Dishwashing Services	<input type="checkbox"/>	Musical Supplies
<input type="checkbox"/>	Equipment Maintenance	<input type="checkbox"/>	Musical Instrument Repair
<input type="checkbox"/>	Equipment Relocation	<input type="checkbox"/>	Piano Tuning/Repair
<input type="checkbox"/>	Ice Machine Lease	<input type="checkbox"/>	Sheet Music
		<input type="checkbox"/>	Sound Systems

Abilene Independent School District Commodity List

Please select the bid category which best fits your company's product or service.

<b>Office</b>		<b>Maintenance Construction / Repair Services</b>	
<input type="checkbox"/>	Copiers	<input type="checkbox"/>	Building Construction
<input type="checkbox"/>	Health Supplies/Equipment	<input type="checkbox"/>	Computer Networking
<input type="checkbox"/>	Office Supplies/Equipment	<input type="checkbox"/>	Concrete Services
<input type="checkbox"/>	Paper-Duplicator/Art	<input type="checkbox"/>	Elevator Maintenance/Repair
<input type="checkbox"/>	Print Shop Supplies/Equipment	<input type="checkbox"/>	Fire Alarm Inspection/Repair
	<b>Signage</b>	<input type="checkbox"/>	Fire Extinguisher Inspection
<input type="checkbox"/>	Signs	<input type="checkbox"/>	Fire Restoration Services
<input type="checkbox"/>	Banners	<input type="checkbox"/>	Flooring, Carpet-Tile/Installation
<input type="checkbox"/>	Graphic Art	<input type="checkbox"/>	Glass Repair/Installation
		<input type="checkbox"/>	Gym Floor Refinishing
	<b>Technology</b>	<input type="checkbox"/>	HVAC Construction/Repair
<input type="checkbox"/>	Hardware (CPU/Monitors/Printers)	<input type="checkbox"/>	Paving
<input type="checkbox"/>	Internet Services	<input type="checkbox"/>	Portable Building Relocation
<input type="checkbox"/>	Networking	<input type="checkbox"/>	Roofing Construction/Repair
<input type="checkbox"/>	Projectors	<input type="checkbox"/>	Tennis Court Repair
<input type="checkbox"/>	Security Systems	<input type="checkbox"/>	Track Resurfacing/Repair
<input type="checkbox"/>	Software		
<input type="checkbox"/>	Technology Related Supplies		<b>Other</b>
<input type="checkbox"/>	Telephone (excludes cell phones)	<input type="checkbox"/>	
		<input type="checkbox"/>	
	<b>Uniforms</b>	<input type="checkbox"/>	
<input type="checkbox"/>	Band	<input type="checkbox"/>	
<input type="checkbox"/>	Choir	<input type="checkbox"/>	
<input type="checkbox"/>	Spirit Group		
	<b>Transportation</b>		
<input type="checkbox"/>	Automotive Parts		
<input type="checkbox"/>	Bus Monitoring Systems		
<input type="checkbox"/>	Buses		
<input type="checkbox"/>	Charter Bus Service		
<input type="checkbox"/>	Fuel		
<input type="checkbox"/>	Lubricants/Oils		
<input type="checkbox"/>	Tires		
<input type="checkbox"/>	Vehicles		
	<b>Automotive Repair</b>		
<input type="checkbox"/>	Bus Repair		
<input type="checkbox"/>	Truck Repair		
<input type="checkbox"/>	Tire Repair		
<input type="checkbox"/>	Oil Changes		
<input type="checkbox"/>	Vehicle Towing Services		
	<b>Maintenance Supplies/Equipment</b>		
<input type="checkbox"/>	Building Materials		
<input type="checkbox"/>	Custodial		
<input type="checkbox"/>	Electrical		
<input type="checkbox"/>	Flooring		
<input type="checkbox"/>	Glass		
<input type="checkbox"/>	Grounds		
<input type="checkbox"/>	HVAC		
<input type="checkbox"/>	Paint & Related Paint Supplies		
<input type="checkbox"/>	Plumbing		
<input type="checkbox"/>	Welding		

## ABILENE ISD PURCHASING PROCEDURES

### I. Vendor Application

Vendors shall complete the Vendor Application Form in order to be placed on the Abilene ISD prospective bidders list. Vendors do NOT become an approved vendor by submitting the Vendor Application Form.

### II. Notice to Vendors

Vendors shall not visit a campus or building in Abilene Independent School District without written permission from the Director of Student Services.

### III. Purchase Orders

All purchases made on behalf of Abilene ISD will be executed by an Abilene ISD purchase order, signed by the proper authorities and shall conform to the District's terms and conditions of that contract.

### IV. Invoices, Packing Lists, and Payment

Packing Lists or other suitable shipping documents must accompany each shipment and must identify (a) the name and address of the vendor, (b) the Purchase Order Number, and (c) detailed descriptive information identifying the item(s) delivered, including quantity, item number, product code, item description, number of containers, etc.

All Invoices must reflect (a) the name and address of the vendor, (b) the appropriate Purchase Order Number, and (c) detailed descriptive information identifying the item(s) delivered, including quantity, item number, product code, item description, etc. Invoices must be mailed to the Abilene Independent School District, P.O. Box 981, Abilene, Texas 79604.

The District will not be held responsible for any products delivered or invoiced without a valid Purchase Order Number.

Payment will be made within thirty (30) days after satisfactory delivery and acceptance of merchandise in good order, including the necessary documentation indicated above.

### V. Freight

All freight, delivery, and handling charges are the responsibility of vendor. All prices must be quoted freight prepaid, F.O.B. destination

### VI. Warranty

A minimum of ninety (90) days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products purchased by Abilene ISD.

Please return the completed Vendor Information Form to:

Abilene Independent School District  
P O Box 5764  
Abilene, TX 79608  
or  
3757 Amarillo St.  
Abilene, TX 79602

Fax to: 325-794-1329

Email to: [sharon.calcote@abileneisd.org](mailto:sharon.calcote@abileneisd.org)