Eanes Independent School District
Purchasing Department
601 Camp Craft Road
Austin TX 78746
512-732-9036

REQUEST FOR PROPOSALS (RFP)
General Discount Bid for As-Needed Vendors
RFP # 24-29-06-301

The Eanes Independent School District ("District") invites qualified companies to submit Proposals for General Discount bids for various categories within the following sections:

1. **General Goods and Services**
2. **Facility Maintenance and Operations – Trade Skilled Labor**

Proposal Responses will be accepted through the Bonfire link. Emailed or faxed PDF copies will not be accepted at any time. Responses shall be received any time but no later than **2:00 PM (CST), June 30, 2029.**

Continuous Solicitation - Multiple Award

This solicitation is considered a "Continuous Solicitation - Multiple Award". This type of solicitation and award provides the District the means to provide the District end users an opportunity to identify and purchase items or services that best fits their needs through various awarded vendors while meeting the state's competitive bidding requirements. The term "continuous" means that the closing date for submitting a response can be a date equal to or near the term end of the potential awards (e.g., award term ends June 30, 2029, and the RFP closes June 30, 2029).

Vendors are encouraged to submit responses as soon as possible. As proposal responses are received or on a periodic basis, they will be opened, evaluated, and either accepted or rejected by the District, based on the criteria outlined within the request for proposal. Awards will be made throughout the open period of this solicitation and will be made upon acceptance of a proposal response. The respondent's point of contact will be notified of the District's decision via written notification.

For this solicitation, pricing will not be required until after an award is made and goods/services are needed. Pricing will only be necessary during the post-award quote process.

The Board of Trustees reserves the right to reject any and/or all Proposals, to award contracts for individual products or services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interest of the District.

No Proposals may be withdrawn for a period of ninety (90) days subsequent to the deadline for receipt of Proposals without the prior written consent of the Board of Trustees, Eanes Independent School District.

Sincerely,

Kasey Modde

Kasey Modde
Director of Purchasing, Eanes ISD

NOTICE

The Eanes Independent School District (EISD) is soliciting proposals for **As-Needed Vendors** per the specifications stated elsewhere in this solicitation document. Actual purchases and selection of vendors will be based on need, price, availability, location, etc. These items will normally be purchased in small quantities on an as-needed basis by the campuses and departments within Eanes ISD.

This proposal is being issued in accordance with Title 2 of the Code of Federal Regulations (2 CFR) Part 200 to procure vendors who provide goods and/or services purchased by Eanes ISD potentially using federal funds; all vendors are encouraged to participate by completing all necessary and applicable forms. Resulting agreements may be used by local, federal and grant funded programs.

Proposal responses should provide straightforward, concise information that satisfies the requirements of the solicitation.

Respondents are encouraged to submit responses electronically through the Bonfire platform (link provided at the bottom of this page). If the vendor elects to submit electronically, a paper copy is not necessary.

Responses may be submitted to the Purchasing Department at the EISD Administration Building. Unsigned, unsealed, or faxed responses will not be accepted. Eanes ISD will not be responsible for mail delivered from the post office.

For the initial term, submittals will be opened and reviewed as received to establish the list of available vendors. Thereafter, responses will be reviewed on an incremental basis and the list of available vendors will be updated accordingly. Each year, agreement(s) will auto renew. All vendors wishing to do business with EISD will need to respond to this request; however, once the vendor has responded to this request (and is listed on the EISD Vendor List) there is no need to respond again until the district publishes a new bid.

Link to Purchasing Page of the EISD website: https://www.eanesisd.net/dept/purchasing.

Kasey Modde

Kasey Modde
Director of Purchasing

DISTRICT OVERVIEW

Eanes ISD covers an area of approximately 31.2 square miles and includes parts of Austin as well as the municipalities of Rollingwood and Westlake Hills. A map of the District is available at the following District website address: http://www.eanesisd.net/district/maps.

Eanes ISD currently has one (1) Adult Transition Services building, one (1) high school, two (2) middle schools, six (6) elementary schools, one (1) administration building, one (1) District operation Center, one (1) transportation center, and one (1) warehouse.

FACILITY LISTING

ADMINISTRATION BUILDING	601 CAMP CRAFT ROAD	AUSTIN TX 78746

ELEMENTARY CAMPUSES (6)				
Barton Creek	1314 Patterson Road	Austin	78746	512-732-9180
Bridge Point	6401 Cedar Street	Austin	78746	512-732-9200
Cedar Creek	3301 Pinnacle Drive	Austin	78746	512-732-9120
Eanes	4101 Bee Cave Road	Austin	78746	512-732-9100
Forest Trail	1203 S. Capital of TX Hwy	Austin	78746	512-732-9160
Valley View	1201 S. Capital of TX Hwy	Austin	78746	512-732-9140

MIDDLE SCHOOL CAMPUSES (2)				
Hill Country	1300 Walsh Tarleton	Austin	78746	512-732-9220
West Ridge	9201 Scenic Bluff Drive	Austin	78746	512-732-9240

HIGH SCHOOL CAMPUSES (2)				
Westlake High School	4100 Westbank Drive	Austin	78746	512-732-9280
Adult Transition Center	1020 Walsh Tarlton	Austin	78746	512-732-9255

DISTRICT FACILITIES				
Performing Arts Center	4100 Westbank Drive	Austin	78746	512-732-9290
Aquatics Center	4300 Westbank Drive	Austin	78746	469-698-7410
District Operations Center	4300 Westbank Drive Unit 2	Austin	78746	512-732-9040
Transportation	1110 Westbank Drive	Austin	78746	512-732-9050
Child Nutrition	FTE – 1203 S. Capital of TX Hwy	Austin	78746	512-732-9060

DOING BUSINESS WITH EANES ISD

School districts in the state of Texas are governed by the Texas Education Code (TEC 44.031). As a result, the district publishes a Request for Proposals (RFP) as a tool to build a list of available vendors for our staff to utilize when meeting the needs of our district.

What is a Discount Bid?

A discount bid asks for bids from various categories of vendors for materials, supplies, equipment and services. In responding to the bid, vendors place themselves in a particular category or categories and gives a discount and terms they are willing to grant to the District for items in those categories.

Example: Sod would fall under General Facility/Maintenance/Trade Services (grounds) and the vendor might say they would supply sod to the district, upon request, with a 5% discount below retail pricing.

Do I have to provide a discount in order to be considered responsive?

No. While we appreciate discounts as provided by vendors, a zero discount response is a response.

What do I do in order to be listed on the list of available vendors for Eanes ISD?

The District must receive a completed packet indicating the category of goods/services available from the vendor. Since this is a bid for various categories, some forms may not apply. We ask that vendors complete the packet to the best of their ability and notify the District, as instructed, if there are any questions.

How will I know if I have been awarded and placed on the list of available vendors?

The vendor list will be posted on the Purchasing page of the EISD website. It will reflect the names of vendors who have submitted a completed packet and it will indicate the category of goods/services available, as well as the discount that was extended.

If I don't respond, will EISD still purchase from my company?

TEC 44.031 states that all school districts must meet competitive bid requirements. There are several methods by which purchases may be made and the district reserves the right to utilize various methods. However, for the purpose of many of the standard operating materials, supplies, equipment and services, Eanes ISD utilizes the request for proposal method for categories by which we forecast an annual aggregate expenditure level of $50,000.00 or more. While $50,000.00 is the threshold that requires a competitive process and there are some categories that do not reach that limit, the number of categories is increasing as the district grows so vendors take a chance limiting business with the district by not responding to these such requests. Should the vendor be available via a purchasing cooperative that EISD participates in, the district may utilize that contract.

IMPORTANT INFORMATION FOR VENDORS

If you are not an approved vendor with Eanes ISD (not awarded a bid or cooperative contract), you must complete this solicitation.

As an approved vendor, it is the vendor's responsibility to contact the Purchasing office with vendor updates or changes.

An authorized and properly drawn purchase order is the district's standard way of doing business. If the vendor does not accept purchase orders, information should be provided through the documents provided herein as to what payment methods are accepted.

It is the vendor's responsibility to accept orders only through the means stated here. If the vendor does not accept purchase orders, our staff will work through our office to secure approval internally. Verbal orders from district personnel should never be accepted to initiate an order.

The district should only receive invoices for orders that have been properly approved. Fulfilling an order without proper approval could result in untimely payment.

If the vendor is contacted for a quote, it is beneficial for the quote to state the contract being used. For vendors submitting a response to this solicitation, RFP# 24-29-06-301 will suffice. For vendors who hold a purchasing cooperative contract, you may provide the quote and utilize this solicitation number or provide the cooperative name and contract number, as applicable.

General Instructions

1. **Description:** Eanes Independent School District ("Eanes ISD" or the "District") is accepting Proposal Responses for a multiple award discount bid for as-needed vendors in accordance with the instructions, terms and conditions, and requirements/specifications contained in this Solicitation.

2. **Submission of Proposals:**
   - 2.1 Electronic responses sent through the Bonfire link.
   - 2.2 Proposals shall represent a true and correct statement and shall contain no cause for claim of omission or error.
   - 2.3 Late Solicitation Responses will not be considered under any circumstances.

3. **Questions:**
   - 3.1 Any explanation desired by a Proposer regarding the meaning or interpretation of this Solicitation, or any forms included herein, must be requested in writing through the Messages portal in Bonfire with sufficient time allowed for a reply to reach Proposers before the submission of a Proposal.
   - 3.2 Verbal requests for clarification or additional information will not be addressed and will not be binding and will not be made part of the proposal documents.
   - 3.3 No contact shall be made with the District unless specifically authorized by the Purchasing Office. Failure to comply with this requirement may be grounds for rejection of a Solicitation Response.
   - 3.4 All interpretations or clarifications considered necessary by and approved by the District, in response to Proposer's requests, will be issued in the form of an Addendum.

4. **Proposal Response:**
   - 4.1 The District will be accepting Proposal Responses through: **ONGOING**
   - 4.2 Proposals must contain:
     - 4.2.1 All the required forms;
     - 4.2.2 Certifications/Representation Documents;
     - 4.2.3 Any additional documents required by the Solicitation;
   - 4.3 **W-9 Proposer Identification Number Certificate**. Proposer shall submit with their Proposal. Response a copy of a W-9 Proposer Identification Number Certification to expedite the payment process if awarded a contract. A copy of the form can be found at:

     https://www.irs.gov/pub/irs-pdf/fw9.pdf

   - 4.4 The District reserves the right to reject any Proposal Response that the District considers inappropriate. The district shall also be the sole judge of acceptable Proposal Responses.
   - 4.5 Due to the high volume of responses, any illegible proposals may be rejected.
   - 4.6 **Withdrawal of Proposals**. Any Proposer who is extended the privilege of withdrawing a Proposal because of having proven mechanical error in his or her Proposal may not be allowed to submit a Proposal on similar items for a period of one year unless this prohibition is waived by the Superintendent.

5. **General Terms, Conditions and Requirements for Solicitations**. This Solicitation shall be governed by the following documents unless an exception is otherwise taken within this Solicitation. Documents are incorporated by reference only and are not attached as part of this Solicitation. A copy may be obtained by contacting the Director of Purchasing.

5.1 Texas Education Code 44.031.
5.2 Purchasing and Acquisition, Eanes ISD Policy CH (Legal).
5.3 Purchasing and Acquisition, Eanes ISD Policy CH (Local).
5.4 Eanes ISD General Terms for Purchasing Solicitations and Contracts; https://www.eanesisd.net/dept/purchasing/bid

6. **Term of Contract.**

6.1 Contracts created by this Solicitation shall be in effect from the date of award **through June 30, 2025**.
6.2 Eanes ISD reserves the right to automatically renew the contract at the District's sole discretion **for 4 (four) additional one-year periods, possibly extending the contract through June 30, 2029.**

7. **Award of Contract.**

Award of contract may be in the form of a Purchase Order issued by Eanes ISD or a formal Contract, duly executed by each of the contracting parties.

7.1. If the Contract is issued in the form of a Purchase Order, the Purchase Order, together with any other documents which the Purchasing Department has attached thereto as part of the Purchase Order, constitutes an offer by the District to purchase from the Vendor the Supplies and/or services indicated on the Purchase Order, subject to these terms and conditions. The Purchase Order is the sole and complete contract between the District and the Vendor with respect to the Supplies and Services ordered and supersedes all prior oral and written understandings. No additional terms or modifications to the Purchase Order propose by the Vendor in any acknowledgement, sales order, or other form of communication shall be binding on the District unless the Purchasing Department expressly assents thereto in writing. Purchasing Department's failure to object to provisions contained in any communication from the Vendor shall not be deemed a waiver of the provisions hereof or an approval of the terms therein.

7.2. Acceptance of the Purchase Order is conditional of Vendor's assent to the terms and conditions herein. Eanes ISD hereby expressly object to and rejects any terms or conditions addition to or different from those herein, whether previously or hereafter proposed in any writing from Vendor unless Purchasing Department has expressly agreed therewith in writing, if the terms and conditions herein are not acceptable, the Vendor must contact the Purchasing Department in writing upon receipt of the order and withhold performance until the matter is resolved in writing. The Vendor shall be deemed to have accepted the order on the terms herein upon commencement of performance.

7.3. If a formal contract is issued (in addition to a Purchase Order), the terms and conditions of the contract shall be governed in the following order;

7.3.1. The original Solicitation;
7.3.2. Any addenda submitted prior to the open of the Solicitation;
7.3.3. The accepted portions of the vendor's submission to the Solicitation; and
7.3.4. Any subsequent contractual documents agreed upon by both parties.

7.4 Partnership and/or Subcontracting. If the Vendor has joined with one or more business partners or is subcontracting any work to respond to the Solicitation, EANES ISD reserves the right to:

7.4.1. Reject the Vendor's offer based on that/ those partnership(s) and/ or Subcontractors.

7.4.2. Accept, at its opinion, subsequent offers with new partnership(s) and or Subcontractors should those in initial offer be unacceptable for any reason.

8. Evaluation, Negotiations and Award.

8.1 Each Proposal Response will be evaluated based on the requirements set forth in the Criteria portal in Bonfire.

8.2 Vendors are encouraged to submit proposals as soon as possible.

8.3 Awards will be made to Proposers that have received a passing rating on all criteria.

8.4 As Proposals are accepted by the District, individual awardees will be notified.

EANES ISD INSURANCE REQUIREMENTS

Any vendor or contractor working on Eanes school district facilities or property must provide the required insurance. Any large equipment or vehicles brought onto Eanes school property must also provide the required insurance.

- Minimal coverage should be $1,000,000 for general liability, each occurrence.
- Minimal coverage should be $500,000 for automobile liability, each occurrence.
- Minimal coverage should be $100,000 for workers' compensation, each occurrence.
- Policy must be currently in effect during the time of contracted work.
- Additional insurer must be:

  Eanes ISD, its officers, employees and agents.
- Certificate holder must name:

  Eanes Independent School District
  601 Camp Craft Road
  Austin, TX 78746

To streamline delivery and in an effort to support our commitment to sustainability we are requesting all certificates of insurance be provided electronically.

If the district does not receive your insurance certificate before the RFP closing date, your response may no longer be valid and may be considered a NON-RESPONSE.

OFFER FORM

This form should serve as the cover to all responses; failure to sign may result in disqualification.

Bid Number: **RFP 24-29-06-301**
Submittal Due Date and Time: **ONGOING**
Submittal Address: **Eanes Independent School District**
Kasey Modde, Director of Purchasing
601 Camp Craft Road
Austin, Texas 78746

The undersigned authorized representative of the responding company indicated below hereby acknowledges;

- That he/she is authorized to enter into contractual relationship on behalf of the responding company indicated below;
- That he/she has carefully examined this document in its entirety;
- The he/she proposes to supply any products/services submitted under this solicitation at the prices quoted and in strict compliance with all terms, policies and procedures, unless any exceptions are noted;
- That any and all exceptions have been noted in writing in the response and that no other exception will be claimed;
- The accuracy of all certifications required (including but not limited to, the Felony Conviction Notice) which accompany this offer;
- The stated organization is an equal opportunity employer
- That the prices in this offer have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices, with any other vendor or with any competitor.
- That notice of award and/or any communication regarding an award will be submitted via EISD and not by any consultant, contractor or other party involved in this solicitation.
- That the organization has not been a party to any collusion among offer/vendors in restraint of freedom of competition by agreement to offer at a fixed price or to refrain from offering; or with any EISD employee, Board Trustee, or consultant as to quantity, quality, or price in the prospective contract, or in any terms of the prospective contract except in any authorized discussion(s) with EISD's Purchasing personnel; or in any discussions or actions between offer/vendors and any EISD employee, Board Trustee, or consultant concerning exchange of money or other things of value for special consideration in the award of this contract.
- That neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. *(Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of $100,000. Vendors receiving individual awards of $100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.)*

Name of Company:	Date:
Signature of Authorized Rep:	Printed Name:
Position or Title:	Phone:
Email:	Fax:

SECTION 1:
GENERAL GOODS AND SERVICES

RESPONDENT'S PROPOSAL

Respondents must indicate at least one category of goods/services by placing an "X" next to the applicable line item. The line item includes supplies, materials, equipment and/or services as it relates to the category. Failure to select a category may result in disqualification.

VENDOR NAME:			
X	**CATEGORY**	**X**	**CATEGORY**
	Apparel		Art
	Athletics/Physical Education		Auditorium, Field and Gymnasium
	Audio Visual		Books
	Braille/Interpretation/Translation		Career and Technology
	Cheer and Dance		Classroom/Teaching Aids
	Consulting and other Related Services		Fine Arts
	Food Service (excl. Food)		Fundraising
	Furniture		Instructional Materials
	Janitorial/Cleaning		Library/Media Services
	Livestock		Medical/First Aid (incl. Health, Clinic, Trainers)
	Motorized Vehicles (other)		Moving and Storage
	Office Supply		Outdoor Education
	Paper/Plastic Products		Printing and Signage
	Promotional/Awards/Recognition		Rental and Repair (other)
	Safety and Security (incl. PPE)		Staff Development
	Special Education		
	Technology		
	OTHER:		

DISCOUNT and ORDER INFORMATION

VENDOR NAME:
The space below should be used to provide additional category description or details and discount/offer.

DISCOUNT INFORMATION	
%	Detail:
OTHER:	

Eanes ISD's standard way of doing business is through an authorized purchase order submitted to the vendor, with invoices paid within 30 days of receipts of goods and services. If your organization does not accept purchase orders, please indicate which payment method you accept. If there is a minimum requirement to accept purchase orders, please notate that here as well. Please note: The inability to accept purchases orders could inhibit the District from doing business. Failure to complete this section would indicate PO's (for any $$) are acceptable.

SECTION II:
FACILITIES, MAINTENANCE AND OPERATIONS - TRADE SERVICES / SKILLED LABOR

RESPONDENT'S PROPOSAL

Respondents must indicate at least one category by placing an "X" next to the applicable line item(s). Vendors must also indicate Equipment (incl. rental), Parts and or Service. Failure to select a category may result in disqualification.

VENDOR NAME:				
X	CATEGORY	Equipment	Parts	Service
	Appliances			
	Asbestos Abatement			
	Auto (incl. Bus and Trailer)			
	Building Materials			
	Canopies and Awnings			
	Carpentry			
	Concrete/Asphalt			
	Disaster Recovery/Restoration			
	Doors			
	Electrical			
	Elevator			
	Excavation			
	Fencing			
	Fire Protection			
	Flooring			
	Foundation			
	Glass and Window			
	Grease Trap			
	Grounds (incl. Tree and Brush			
	HVAC			
	Lighting			
	Locksmith			
	Machinery			
	Masonry			
	Painting/Powder Coating			
	Parks/Playground/Recreation			
	Pavement/Walkways			
	Pest Control			
	Plumbing			
	Power Washing			
	Renovation/General Construction			
	Roofing			
	Sanitation			
	Welding			
	Wrecker/Towing			

DISCOUNT and ORDER INFORMATION

VENDOR NAME:
The space below should be used to provide additional category description or details and discount/offer.

DISCOUNT INFORMATION	
%	Detail:
OTHER:	

SKILLED LABOR AND MAINTENANCE – LABOR RATES		
Skilled Labor:	$	/hr.
Manual/Helper/Unskilled Labor:	$	/hr.

Eanes ISD's standard way of doing business is through an authorized purchase order submitted to the vendor, with invoice paid within 30 days of receipts of goods and services. If your organization does not accept purchase orders, please indicate by which payment method you accept. If there is a minimum requirement to accept purchase orders, please notate that here as well. Please note: The inability to accept purchases orders could inhibit the District from doing business. Failure to complete this section would indicate PO's (for any $$) are acceptable.

REFERENCE SHEET

Reference 1	
School District Name:	
Contact Name:	
Address:	
Phone Number:	
Fax Number:	
Email Address:	

Reference 2	
School District Name:	
Contact Name:	
Address:	
Phone Number:	
Fax Number:	
Email Address:	

Reference 3	
School District Name:	
Contact Name:	
Address:	
Phone Number:	
Fax Number:	
Email Address:	