Richardson Independent School District
Purchasing Department

Standard Solicitation Instructions

1. Electronic submissions will be received by the Purchasing Department of the Richardson Independent School District (RISD or the District) using the district's designated e-procurement system. For the purpose of this solicitation, the term bid, proposal and response may be used interchangeably.

2. Although the District is legally required to accept paper submissions, electronic submissions are strongly preferred. If a paper response is submitted, it must be sealed and clearly labeled on the envelope with the solicitation name, number, vendor name and "Sealed Bid Enclosed" noted. If both electronic and paper submissions are received, the electronic submission shall prevail.

3. Responses must be successfully received prior to the published due date and time. Late submissions will not be accepted or considered. It is the vendor's sole responsibility to ensure a timely and complete submission. The District is not responsible for delays caused by internet connectivity, system issues or other factors outside of its control. Vendors are strongly encouraged to submit in advance of the deadline.

4. Vendors should confirm that their submission status reflects "Submission Complete" and verify that all required documents have been uploaded correctly prior to the deadline. Vendors may withdraw and resubmit a response at any time prior to the submission deadline. No changes will be permitted after the submission deadline.

5. All responses received by the deadline shall be deemed final, conclusive and irrevocable and my not be withdrawn, amended or corrected after the due date and time.

6. All questions must be submitted through the electronic bidding system by the deadline specified in the solicitation timeline. Responses will be issued via addendum.

7. Communication regarding this solicitation shall be directed to the assigned Buyer or the Purchasing Department. Vendors shall not contact District employees, departments or evaluation committee members regarding this solicitation outside of the authorized communication process. Violation of this requirement may result in disqualification at the District's discretion.

8. All addendums will be issued through the electronic bidding system. It is the vendor's responsibility to monitor the system and obtain all addendums prior to submission.

9. Responses will be publicly opened 30 minutes after the due date and time.

10. The District is exempt from Federal Excise Tax and State Sales Tax. Do not include taxes in proposal pricing. Any taxes included will be excluded from evaluation and award calculations. Tax exemption certificates will be provided upon request.

11. The District reserves the right to accept or reject any or all responses, in whole or in part; waive minor informalities or technicalities; award to a single vendor or multiple vendors; and award by line item, group or any combination deemed to be in the District's best interest.

12. Solicitation award results are presented to the RISD Board of Trustees for approval at the earliest opportunity following the official open date.

13. In accordance with the Texas Education Code 44.031, the District may consider factors in evaluating response.

    a. Purchase price
    b. Reputation of the vendor and of the vendor's goods or services
    c. Quality of the goods or services
    d. Extent to which the good or services meet District needs
    e. Vendor's past relationship with the District
    f. Impact on the District's ability to comply with laws relating to historically underutilized businesses (HUB)
    g. Total long-term cost to the District
    h. For certain contracts, whether the vendor or its parent company
        i. Has its principal place of business in Texas; or
        ii. Employs at least 500 persons in Texas
    i. Any other relevant factor specifically identified in the solicitation

14. The district is committed to fair and equal competition and does not discriminate against any qualified vendor on the basis of race, color, national origin, age, religion, sex or disability.

15. To the extent permitted by law, vendor shall indemnify, defend and hold harmless the District and its trustees, employees, agents and representatives from and against claims, damages, losses and expenses, including reasonable attorney's fees, to the extent caused by the acts, errors or omissions of the vendor, it's employees or agents.

16. The District provides a workstation for vendors without computer access or vendors who require assistance with their submission. Vendors must contact the Purchasing Department at 469-593-0573 to schedule an appointment and should arrive with all required documents prepared for upload.

17. Vendors are encouraged to carefully review all solicitation requirements and ensure full compliance. Failure to comply with submission requirements may result in disqualifications.