



Submission Instructions for Suppliers

RFP # 22-231-Updating of Existing Walk-in Coolers and Freezers – Phase 2

Please follow these instructions to submit via our Public Portal.

If you have not already done so, YOU WILL NEED TO REGISTER IN BONFIRE before you can respond to any bid/proposal opportunities. A short video is available on Bonfire that demonstrates the registration process for review. See the video at: <https://support.gobonfire.com/hc/en-us/articles/360011135513-Vendor-RegistrationProcessVideo>

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Bond Pricing Form	File Type: PDF (.pdf)	Multiple	Required	
Texas Certifications and Affidavits	File Type: PDF (.pdf)	1	Required	
Federal Certifications and Affidavits Document (see Supporting Documentation)	File Type: PDF (.pdf)	1	Required	
22-231 Coolers and Freezers - Phase 2 (BT-26DM)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project



Name	Type	# Files	Requirement	Instructions
				listing on the Bonfire portal.
22-231 Coolers and Freezers - Phase 2 Questionnaire (Q-13BH)	Questionnaire: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this Questionnaire. The Response Template can be downloaded from the project listing on the Bonfire portal.
W9	File Type: PDF (.pdf)	1	Required	
Proposal (see section 10 of Specification RFP 22-231 document)	File Type: PDF (.pdf)	1	Required	
Certificate of Interested Parties	File Type: PDF (.pdf)	1	Required	
Deviations Compliance Form	File Type: PDF (.pdf)	1	Required	
Insurance Certificate	File Type: PDF (.pdf)	1	Required	
Financial Stability	File Type: PDF (.pdf)	Multiple	Required	
Company declares a Conflict of Interest	Data Type: Yes/No	N/A	Required	



Name	Type	# Files	Requirement	Instructions
Conflict of Interest form including declared COI (If there is no COI, do not upload anything)	File Type: PDF (.pdf)	1	Optional	
If you are a HUB vendor - provide HUB Certification	File Type: PDF (.pdf)	1	Optional	
Additional Information	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Optional	
Sample Vendor Contract	File Type: PDF (.pdf)	1	Optional	

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	48	Service Industry Machinery and Equipment and Supplies	This segment includes machinery and equipment used in a wide range of retail business service



Commodity Set	Commodity Code	Title	Description
			environments such as food service, banking, games and entertainment and other consumer goods and services
UNSPSC	52	Domestic Appliances and Supplies and Consumer Electronic Products	This segment includes floor coverings, bedclothes, table and kitchen linen, towels, window treatments, domestic appliances, consumer electronics and kitchenware.
UNSPSC	4810	Institutional food services equipment	
UNSPSC	231815	Food preparation machinery	
UNSPSC	521415	Domestic kitchen appliances	
UNSPSC	24131514	Precooling and cold storage unit	Storage unit for precooling, which is processing of cooling of products to prescribed temperature prior to refrigeration or freezing in order to maintain freshness after harvesting fruits or vegetables.
UNSPSC	41103418	Temperature and humidity walk in	A space that the facilities are equipped to adjust the change of



Commodity Set	Commodity Code	Title	Description
		environmental chamber	temperature and humidity in order to measure the impact of change of temperature and humidity on animal and plant, service life and other characteristics of various machines and equipments. It is the equipment of large space where people may walk around.
UNSPSC	70142011	Cooling or refrigeration services	

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested Data:

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the [Bonfire Help Center](#).

Requested Questionnaires:

The Questionnaire Response Templates can be obtained at <https://risd.bonfirehub.com/opportunities/81368>.

Please note that Questionnaires may take a significant amount of time to prepare.

Requested BidTables:

The BidTable Response Templates can be obtained at <https://risd.bonfirehub.com/opportunities/81368>.

Please note that BidTables may take a significant amount of time to prepare.



2. Upload your submission at:

<https://risd.bonfirehub.com/opportunities/81368>

The Vendor Discussion period for this opportunity starts Apr 04, 2023 3:00 PM CDT. The Vendor Discussion period for this opportunity ends May 04, 2023 2:00 PM CDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **May 10, 2023 4:00 PM CDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

All bids/proposals must be SUCCESSFULLY submitted before the due date and time regardless of your organization's ability to submit bids online. It is the supplier's sole responsibility to ensure that bid/proposal documents successfully arrive before the due date and time. The District's online bidding application utilizes the Internet and the World Wide Web, which is comprised of systems that are completely out of the District's control. It is highly recommended that the suppliers allow themselves enough time to complete a successful submission. Do not wait until the last minute

Important Notes:

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Richardson Independent School District uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>