Submission Instructions for Suppliers

26-389 Marching Band Equipment Trailers

Please follow these instructions to submit via our Public Portal.

If you have not already done so, YOU WILL NEED TO REGISTER IN EUNA PROCUREMENT before you can respond to any bid/proposal opportunities.

For additional submission instructions see link:
https://procurement-help.eunasolutions.com/hc/en-us/articles/48472222760979-Vendor-Submissions-with-Solicitation-Builder

1. Prepare your submission materials:

The following items will be requested within the Public Portal System.

Requested Information

Name	Type	# Files	Requirement
Vendor's Proposal	File Type: PDF (.pdf)	Multiple	Required
Supplier Note	Data Type: Text	N/A	Optional
Additional Information	File Type: Any	1	Optional
Reviewed Standard Solicitation Instructions	Data Type: Yes/No	N/A	Required
Itemized Quote	File Type: PDF (.pdf)	Multiple	Required
Reviewed Richardson ISD's Vendor Code of Conduct	Data Type: Yes/No	N/A	Required
Company Name	Data Type: Text	N/A	Required

Name	Type	# Files	Requirement
Company DBA (Doing Business As) (put NA if not applicable)	Data Type: Text	N/A	Required
W-9	File Type: PDF (.pdf)	1	Required
Bid Representative	Data Type: Text	N/A	Required
Bid Representative Email Address	Data Type: Text	N/A	Required
Bid Representative Phone Number	Data Type: Text	N/A	Required
Principal Place of Business (provide the Address, City, State, Zip Code)	Data Type: Text	N/A	Required
Does your company have a website?	Data Type: Yes/No	N/A	Required
Company's website	Data Type: Text	N/A	Optional
Customer Service Representative	Data Type: Text	N/A	Required
Customer Service Representative Email	Data Type: Text	N/A	Required
Customer Service Representative Phone Number	Data Type: Number	N/A	Required
Email Address for Purchase Orders	Data Type: Text	N/A	Required

Name	Type	# Files	Requirement
Past History	Data Type: Yes/No	N/A	Required
If you have done business with Richardson ISD, please provide dates and/or description of work.	Data Type: Text	N/A	Optional
Is your company HUB (Historically Underutilized Business) certified?	Data Type: Yes/No	N/A	Required
If yes, please upload a current certificate or supporting documentation.	File Type: PDF (.pdf)	Multiple	Optional
Conflict of Interest with Board Officials	Data Type: Radio	N/A	Required
Attach Signed COI if you answered YES above (provided above as an attachment)	File Type: PDF (.pdf)	1	Optional
Resident Bidder	Data Type: Yes/No	N/A	Required
If principal business is not in Texas, please identify which state your principal business is located.	Data Type: Text	N/A	Optional
Does your company employ 500 or more people within the State of Texas?	Data Type: Yes/No	N/A	Required

Name	Type	# Files	Requirement
Reviewed Richardson ISD's Standard Terms and Conditions	Data Type: Yes/No	N/A	Required
No Deviations	Data Type: Radio	N/A	Required
Deviations	File Type: Word (.doc, .docx)	1	Optional
Non-Collusive	Data Type: Radio	N/A	Required
No Lobbying	Data Type: Radio	N/A	Required
Criminal Background	Data Type: Radio	N/A	Required
Felony Conviction	Data Type: Radio	N/A	Required
Felony Conviction Disclosure	Data Type: Text	N/A	Optional
UEI Number	Data Type: Text	N/A	Optional
Certificate Regarding Debarment	Data Type: Radio	N/A	Required
Public Records Notification	Data Type: Radio	N/A	Required
Confidential Information	Data Type: Radio	N/A	Required
If YES, is selected above, provide document with confidential items.	File Type: PDF (.pdf)	1	Optional

Name	Type	# Files	Requirement
Interlocal Agreement Clause	Data Type: Radio	N/A	Required
Minimum Insurance Requirements	Data Type: Radio	N/A	Required
Vendor's Insurance Certificate	File Type: PDF (.pdf)	1	Required
Reference #1	Data Type: Text	N/A	Required
Reference #2	Data Type: Text	N/A	Required
Reference #3	Data Type: Text	N/A	Required
Reference Provided	Data Type: Yes/No	N/A	Required
Will your company accept emailed or mailed purchase orders issues by Richardson ISD?	Data Type: Yes/No	N/A	Required
Do you have a minimum order requirement? If yes, please provide specifications to your requirement.	Data Type: Text	N/A	Required
Will your company accept Richardson ISD's Net 30 payment terms as stated in our Standard Terms and Conditions?	Data Type: Yes/No	N/A	Required
Is there a reference number RISD must include on purchase	Data Type: Text	N/A	Required

Name	Type	# Files	Requirement
orders to receive bid pricing? If yes, please provide that information.			
Provide your return/exchange policy.	Data Type: Text	N/A	Required
Provide any shipping, handling or freight charges as they apply to each order	Data Type: Text	N/A	Required
Provide your standard delivery time after receipt of the purchase order.	Data Type: Text	N/A	Required
Purchase Order Requirement and Authorization for Delivery of Goods and Services	Data Type: Yes/No	N/A	Required
Certificate of Interested Parties (1295 Form)	File Type: PDF (.pdf)	1	Required
Do you agree to provide a Pre-Service Affidavit, if required?	Data Type: Yes/No	N/A	Required
Signed Pre-Service Affidavit Form	File Type: PDF (.pdf)	1	Optional
Certification Regarding Foreign Terrorist Organization	Data Type: Radio	N/A	Required

Name	Type	# Files	Requirement
Business Relationships			
Certifications Regarding Boycotting of Israel	Data Type: Checkbox	N/A	Required
Certification Regarding Contracting Information	Data Type: Checkbox	N/A	Required
Certification Regarding Boycotting Certain Energy Companies	Data Type: Checkbox	N/A	Required
Certification Prohibiting Discrimination Against Firearm and Ammunition Industries	Data Type: Checkbox	N/A	Required
Certification for Critical Infrastructure Security	Data Type: Radio	N/A	Required
Certification Regarding Prohibited Diversity, Equity, and Inclusion (DEI) Activities	Data Type: Radio	N/A	Required
Equal Employment Opportunity and Nondiscrimination Certification	Data Type: Radio	N/A	Required

Name	Type	# Files	Requirement
Certification of Independent Price Determination and Non-Collusion	Data Type: Radio	N/A	Required

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 Euna Procurement Help Center.

2. Upload your submission at:

https://risd.bonfirehub.com/opportunities/261109

The Question period for this opportunity starts Nov 04, 2026 11:00 AM CST. The Question period for this opportunity ends Nov 13, 2026 11:00 AM CST. 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 **Nov 18, 2026 11:00 AM CST.** 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:

Each item of Requested Information will only be visible after the Closing Time.

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.

It is recommended that once you have completed your final submission and receive a notice status of “Submission Complete” from Euna Procurement, you access your account again and review the documents to verify that the correct content has been provided. Once the close date has past, you will not have an opportunity to change any of the submitted documents.

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 Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Euna Procurement at support.procurement@eunasolutions.com for technical questions related to your submission. You can also visit their help forum at https://procurement-help.eunasolutions.com/hc/en-us