RICHARDSON INDEPENDENT SCHOOL DISTRICT
400 S. GREENVILLE AVENUE
RICHARDSON, TEXAS 75081

REQUEST FOR BID
TONER AND INK CARTRIDGES
RFB # 1268

The Richardson Independent School District (RISD) is soliciting bids for Toner and Ink Cartridges as per specifications stated in this solicitation document. The procurement method for this RFB will be a Reverse Auction. To obtain bid details please refer to Sorcity Event 031313-4707. Contact Sorcity at 972-661-3265 for help preparing to bid through this required method.

Bids will be accepted until 11:00 AM, April 10, 2013 through www.sorcity.com.

All vendors who respond to the reverse auction will submit hardcopy documents by 1:30 PM, April 12, 2013. Hard copy documents must be submitted in an envelope marked on the outside with the bidders name, address, and bid number RFB # 1268 Toner and Ink Cartridge to:

Richardson Independent School District
Purchasing Department
970 Security Row
Richardson, Texas 75081

Required documents include:

Signature Sheet
Debarment and Felony Conviction Sheet
Interlocal Agreement Sheet
Conflict of Interest Questionnaire
General Information Form
Reference Page
Pricing Worksheet

Bid documents must be submitted in sufficient time to be received and time-stamped at the above location on or before the published bid date and time shown on the RFB. Richardson Independent School District will not be responsible for delivering mail from the post office. Bids received after the published time and date may not be considered. FAX bids will not be accepted.

RISD’s contact for this bid/proposal is Melody Greig (melody.greig@risd.org). Contact between solicited vendors and RISD user departments during the request for sealed bid process or evaluation process is prohibited. Any attempt by a solicited vendor to contact the departments will result in disqualification.

Questions regarding the bid should be asked on the Online Bidding Event # 031313-4707.