



Mesquite Independent School District

SOLICITATION NUMBER: RFP No. 2021-002

SOLICITATION NAME:
Enterprise Server and Application Services

BIDS DUE: Thursday, October 8, 2020
No Later Than: **2:00PM**

SUBMIT BIDS TO: Mesquite Independent School District
Attn: Purchasing Department
3819 Towne Crossing Blvd., Suite 204
Mesquite, Texas 75150

**Mesquite Independent School District
Darci Hooten, CPPB, CTSSO, Director of Purchasing
3819 Towne Crossing Blvd., Suite 204, Mesquite, Texas 75150
Phone (972) 882-5542 Fax (972) 882-7740**

Instructions to Vendors

Solicitation No.: 2021-002
Due Date: Thursday, October 8, 2020 no later than 2:00 PM
Bid For: Enterprise Server and Application Services

**THIS SOLICITATION WILL BE PUBLICALLY OPENED AND ACKNOWLEDGED OR READ
ALoud AS REQUIRED BY THE STATE OF TEXAS.**

Bids are solicited for contracts to provide the merchandise, supplies, services and/or equipment set forth in this bid.

Although the District is legally required to accept paper responses, we strongly request that responses be submitted electronically.

- **If responding electronically , please do not submit a paper copy as the electronic version will prevail. Electronic bids shall be submitted through the following address: <https://mesquiteisd.bonfirehub.com/login>.**
- **If submitting a paper response, please return one (1) original response in a SEALED envelope to the Purchasing Department, 3819 Towne Crossing Blvd., Suite 204, Mesquite, Texas 75150 before 2:00 pm on the above "due date". All envelopes must be clearly marked "Bid/Proposal Enclosed" and the Solicitation number and received by the due date and time.**
- **Late bids will be returned to the vendor unopened. Delivery of bid envelope to other Departments within the MISD is NOT considered as delivery to the Purchasing Department. Faxed or emailed bids will not be accepted.**

Bids/Offer may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initiated by vendor to guarantee authenticity. After the official opening, bids/offers may not be amended, altered, or withdrawn.

All addenda will be issued via the district website at www.mesquiteisd.org/depts/purchasing and through <https://mesquiteisd.bonfirehub.com/login>. All addenda, if required, will be posted on the aforementioned websites. It is the vendor's responsibility to check this website for addenda postings prior to submitting responses. Bidders/Offerors finding errors, requests for additional information, omissions, or corrections that need to be made in the specifications shall contact the MISD Director of Purchasing as soon as possible before bid is due. You may submit this information via fax to (972) 882-7740 or via email to: dhooten@mesquiteisd.org.

The undersigned agrees, if this bid/proposal is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the Terms and Conditions contained in the specifications. The period for acceptance of this bid/proposal will be sixty (60) calendar days unless a different period is inserted by vendor.

The Mesquite Independent School District reserves the right to accept or reject in part or in whole any bids/proposals submitted, and to waive any technicalities, and to award bids/proposals in the best interest of the District.