

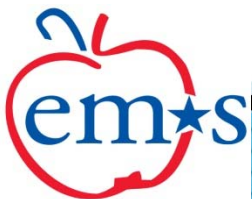
Welcome to Eagle Mountain–Saginaw ISD Supplier/eBid Training Session



Presenter: Lucia Cieszlak
Director of Purchasing

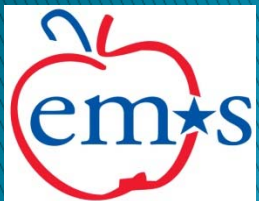
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PHASE 1

REGISTER AS A SUPPLIER



EMS ISD Supplier Registration (SR) (https://emsisd.ionwave.net)



SR Step 1: Terms & Conditions



EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT

Terms and Conditions (Step 1 of 7)

Eagle Mountain-Saginaw Independent School District, Fort Worth, Texas, herein after referred to as District

Web Site Application Terms and Conditions of Access and Use

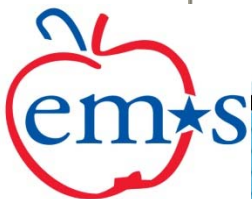
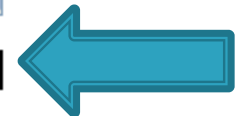
Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering with the online bidding web site alone does not constitute acceptance as an approved supplier for future bidding notifications.

In order to use this site, your browser must support JavaScript, allow Popup Windows and Session Cookies. A current internet browser is recommended. Visit the "Browser Requirements" link located on the login page for a complete listing of recommended and supported internet browsers.


Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software when accessing and using this site.

Trusted Site: User agrees to make this site a "trusted" site in your browser's internet options configuration.

[Printer-Friendly Version](#)



Step 2: Company Information

 EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT


Company Information (Step 2 of 7)

** Indicates a required field*

| Company Information | |
|---|----------------------|
| * Trade Name (dba) | <input type="text"/> |
| Legal Name (if different) | <input type="text"/> |
| * Organization Type | [Select Type] ▼ |
| * Tax ID (EIN or SSN - No Hyphen) | <input type="text"/> |
| State of Incorporation | <input type="text"/> |
| Year of Incorporation | <input type="text"/> |
| Toll Free Telephone Number | <input type="text"/> |
| Formation/Incorporation Date | <input type="text"/> |
| Website | <input type="text"/> |
| DUNS # | <input type="text"/> |
| Company Description | <input type="text"/> |
| * Business Type | [Please Select] ▼ |
| * Annual Gross Sales | [Please Select] ▼ |
| * Excluded from Federal Procurement or Nonprocurement Programs? | [Please Select] ▼ |
| Years in Business | <input type="text"/> |
| * Number of Employees | <input type="text"/> |

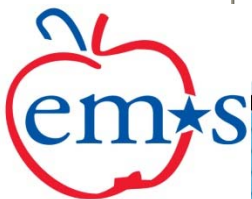


SR Step 2 Sample


 **EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT**

Company Information (Step 2 of 7)
** indicates a required field*

| Company Information | |
|---|---|
| * Trade Name (dba) | TEST TRAINING |
| Legal Name (if different) | TRAINING |
| * Organization Type | Corporation |
| * Tax ID (EIN or SSN - No Hyphen) | 755555555 |
| State of Incorporation | TEXAS |
| Year of Incorporation | 2000 |
| Toll Free Telephone Number | 800-456-7890 |
| Formation/Incorporation Date | 1/31/2000 |
| Website | www.testtraining.com |
| DUNS # | 123456789 |
| Company Description | TRAINING FOR VENDORS |
| * Business Type | Marketing / Communications / Public Relations |
| * Annual Gross Sales | Less than \$750,000 |
| * Excluded from Federal Procurement or Nonprocurement Programs? | No |
| Years in Business | 13 |
| * Number of Employees | 500 |



SR Sep 3: Address Information

 EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT

Address Information (Step 3 of 7)
* indicates a required field

Primary Address (Required)

* Contact Name

* Address

* City

* State

* Zip

* Country

* Phone

| Country | Area | Number | Ext |
|---------|------|--------|-----|
| 1 | | | |

Fax

| Country | Area | Number | Ext |
|---------|------|--------|-----|
| 1 | | | |

Remittance Address (Required)
Same as Primary Address

* Contact Name

* Address

* City

* State

* Zip

* Country

* Phone

| Country | Area | Number | Ext |
|---------|------|--------|-----|
| 1 | | | |

Fax

| Country | Area | Number | Ext |
|---------|------|--------|-----|
| 1 | | | |

Fax

| Country | Area | Number | Ext |
|---------|------|--------|-----|
| 1 | | | |

Remittance Address (Required)
Same as Primary Address

* Contact Name

* Address

* City

* State

* Zip

* Country

* Phone

| Country | Area | Number | Ext |
|---------|------|--------|-----|
| 1 | | | |

Fax

| Country | Area | Number | Ext |
|---------|------|--------|-----|
| 1 | | | |

Correspondence Address (Optional)
Same as Primary Address

* Contact Name

* Address

* City

* State

* Zip

* Country

* Phone

| Country | Area | Number | Ext |
|---------|------|--------|-----|
| 1 | | | |


Fax

| Country | Area | Number | Ext |
|---------|------|--------|-----|
| 1 | | | |

Click on
"Same as
Primary
Address", if
same.



SR Step 3 Sample

 EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT

Address Information (Step 3 of 7)
* indicates a required field

Primary Address (Required)

* Contact Name: JOHN DOE

* Address: 1200 OLD DECATUR RD

* City: FORT WORTH

* State: Texas

* Zip: 76179

* Country: United States of America

* Phone: Country Area Number Ext
1 232 0880

* Fax: Country Area Number Ext
1 232 0881

Remittance Address (Required)
Same as Primary Address

* Contact Name: JOHN DOE

* Address: 1200 OLD DECATUR RD

* City: FORT WORTH

* State: Texas

* Zip: 76179

* Country: United States of America

* Phone: Country Area Number Ext
1 232 0880

* Fax: Country Area Number Ext
1 232 0881

Fax Country Area Number Ext
1 232 0881

Remittance Address (Required)
Same as Primary Address

* Contact Name: JOHN DOE

* Address: 1200 OLD DECATUR RD

* City: FORT WORTH

* State: Texas

* Zip: 76179

* Country: United States of America

* Phone: Country Area Number Ext
1 232 0880

* Fax: Country Area Number Ext
1 232 0881

Correspondence Address (Optional)
Same as Primary Address

* Contact Name: JOHN DOE

* Address: 1200 OLD DECATUR RD

* City: FORT WORTH

* State: Texas

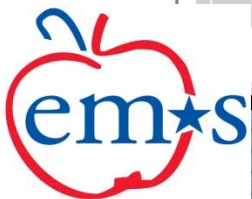
* Zip: 76179

* Country: United States of America


* Phone: Country Area Number Ext
1 232 0880

* Fax: Country Area Number Ext
1 232 0881

Previous Cancel Registration Next



SR Step 4: Vendor Classification

 **EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT**

Vendor Classification (Step 4 of 7)

** indicates a required field*


Special Classifications

Special Classifications

- Large Employer in the State of Texas
My company employs over 500 people in the State of Texas
- BuyBoard (TASB), <https://www.buyboard.com>
My Company holds a current contract(s) awarded by the BuyBoard
- DIR - Department of Information Resources, <http://www.dir.state.tx.us/store/faq/vendfaq.htm>
My Company holds a current contract(s) awarded by DIR
- Educational Purchasing Cooperative of North Texas (EPCNT), <http://www.epcnt.com>
My Company holds a current contract(s) awarded by EPCNT
- Choice Partners Cooperative <http://www.hcdepurchasingcooperative.org/default.aspx>
My Company holds a current contract(s) awarded by Choice Partners (Harris County Dept of Education)
- H-GAC - Houston-Galveston Area Council, <https://www.hgacbuy.org/>
My Company holds a current contract(s) awarded by H-GAC
- PACE, <http://www.pacecoop.org/>
My Company holds a current contract(s) awarded by PACE
- TCPN - The Cooperative Purchasing Network, <http://www.tcpn.org/default.aspx?name=bidder.info>
My Company holds a current contract(s) awarded by TCPN
- TIPS - The Interlocal Purchasing System, <http://www.tips-usa.com/texas/index.cfm>
My Company holds a current contract(s) awarded by TIPS
- TPASS - Texas Procurement & Support Services, <http://www.window.state.tx.us/procurement/>
My Company holds a current contract(s) awarded by TPASS
- TXMAS - Texas Multiple Award Schedule (assimilates GSA), <http://portal.cpa.state.tx.us/txmas/>
My Company holds a current contract(s) awarded by TXMAS
- U.S. Communities Government Purchasing Alliance, <http://www.uscommunities.org/>
My Company holds a current contract(s) awarded by U.S. Communities Government Purchasing Alliance



SR Step 4 Sample

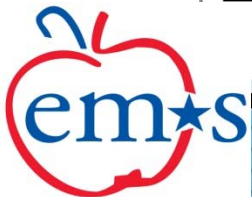
 **EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT**

Vendor Classification (Step 4 of 7)

** indicates a required field*

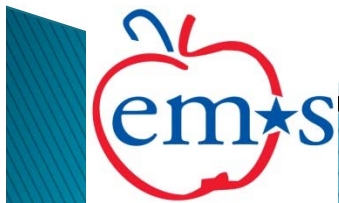
Special Classifications

| Special Classifications | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Large Employer in the State of Texas My company employs over 500 people in the State of Texas |
| <input checked="" type="checkbox"/> | BuyBoard (TASB), https://www.buyboard.com My Company holds a current contract(s) awarded by the BuyBoard |
| <input type="checkbox"/> | DIR - Department of Information Resources, http://www.dir.state.tx.us/store/faq/vendfaq.htm My Company holds a current contract(s) awarded by DIR |
| <input type="checkbox"/> | Educational Purchasing Cooperative of North Texas (EPCNT), http://www.epcnt.com My Company holds a current contract(s) awarded by EPCNT |
| <input type="checkbox"/> | Choice Partners Cooperative http://www.hcdepurchasingcooperative.org/default.aspx My Company holds a current contract(s) awarded by Choice Partners (Harris County Dept of Education) |
| <input type="checkbox"/> | H-GAC - Houston-Galveston Area Council, https://www.hgacbuy.org/ My Company holds a current contract(s) awarded by H-GAC |
| <input type="checkbox"/> | PACE, http://www.pacecoop.org/ My Company holds a current contract(s) awarded by PACE |
| <input type="checkbox"/> | TCPN - The Cooperative Purchasing Network, http://www.tcpn.org/default.aspx?name=bidder.info My Company holds a current contract(s) awarded by TCPN |
| <input type="checkbox"/> | TIPS - The Interlocal Purchasing System, http://www.tips-usa.com/texas/index.cfm My Company holds a current contract(s) awarded by TIPS |
| <input type="checkbox"/> | TPASS - Texas Procurement & Support Services, http://www.window.state.tx.us/procurement/ My Company holds a current contract(s) awarded by TPASS |
| <input type="checkbox"/> | TXMAS - Texas Multiple Award Schedule (assimilates GSA), http://portal.cpa.state.tx.us/txmas/ My Company holds a current contract(s) awarded by TXMAS |
| <input type="checkbox"/> | U.S. Communities Government Purchasing Alliance, http://www.uscommunities.org/ My Company holds a current contract(s) awarded by U.S. Communities Government Purchasing Alliance |



SR Step 5: Vendor Commodities

The screenshot shows the 'Vendor Commodities (Step 5 of 7)' registration page for Eagle Mountain-Saginaw Independent School District. At the top left is the 'em*s' logo and the school district name. Below the title, a red asterisk indicates a required field. A blue header bar reads 'Commodity Codes'. Below this, a red warning message states: '*Commodities *Warning* No commodity codes selected. This may prevent you from being notified of new event opportunities.' A grey input field is empty, with a blue link '[Add or Remove Selections]' next to it. At the bottom of the form are three buttons: 'Previous', 'Cancel Registration', and 'Next'. A large blue arrow points upwards from the bottom center towards the warning message.



SR Step 5: Vendor Commodities

Commodity Select - Windows Internet Explorer provided by MSN & Bing

https://emsisd.ionwave.net/commodity/Desktop.aspx?vcid=61&field=Commodities&value=

[Search]

[Expand All] [Collapse All]

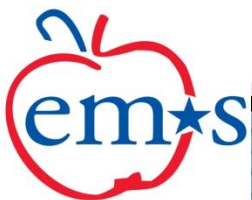
- Commodities
 - Animals & Live Plants
 - Appliances
 - Armored Car Services
 - Art and Craft
 - Athletics
 - Audio Visual
 - Automotive
 - Awards
 - Bank Depository
 - Buses
 - Clothing (non-athletic)
 - Computer
 - Construction
 - Contracted Services (Non-Professional)
 - Curriculum Materials
 - Custodial
 - Energy / Electricity
 - Fine Arts
 - Flags and Signs
 - Food and Beverage
 - Fuels and Lubricants
 - Furniture
 - Grease Trap Services
 - Grounds
 - Health
 - HVAC
 - Industrial and Manufacturing
 - Instructional
 - Laundry

[Save Selections]

Selected Commodities:

[Save Selections]

Click on a commodity and save selection. Repeat this step for as many commodities as you provide.



SR Step 5 Sample

Commodity Select - Windows Internet Explorer provided by MSN & Bing

https://emsid.ionwave.net/commodity/Desktop.aspx?vcid=61&field=Commodities&value=

[Search]

[Expand All] [Collapse All]

- Commodities
 - Animals & Live Plants
 - Appliances
 - Armored Car Services
 - Art and Craft
 - Athletics
 - Audio Visual
 - Automotive
 - Awards
 - Bank Depository
 - Buses
 - Clothing (non-athletic)
 - Computer
 - Construction
 - Contracted Services (Non-Professional)
 - [Select] Contracted Services (Non-Professional)
 - [Select] Contracted Services (Non-Professional): Drug
 - Curriculum Materials
 - Custodial
 - Energy / Electricity
 - Fine Arts
 - Flags and Signs
 - Food and Beverage
 - Fuels and Lubricants
 - Furniture
 - Grease Trap Services
 - Grounds
 - Health
 - HVAC

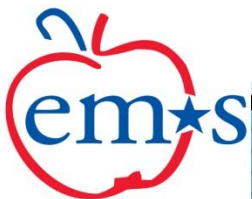
[Save Selections]

Selected Commodities:


[Delete] Contracted Services (Non-Professional)

[Save Selections]

The Selected Commodities will be listed here.



SR Step 5 Sample

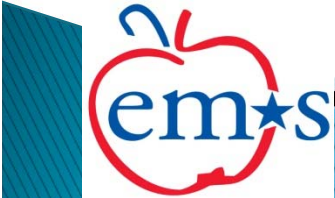

 **EAGLE MOUNTAIN-SAGINAW**
INDEPENDENT SCHOOL DISTRICT

Vendor Commodities (Step 5 of 7)


** indicates a required field*

Commodity Codes

*** Commodities** [\[Add or Remove Selections\]](#)
Contracted Services (Non-Professional)



SR Step 6: User Information

 **EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT**

User Information (Step 6 of 7)
** indicates a required field*

Primary User Information - User MUST be person authorized to sign bid responses!!

| Prefix | [Select Prefix] v | | | | | | | | |
|--------------------|---|----------------------|----------------------|--------|-----|---|----------------------|----------------------|----------------------|
| * First Name | <input type="text"/> | | | | | | | | |
| Middle Name | <input type="text"/> | | | | | | | | |
| * Last Name | <input type="text"/> | | | | | | | | |
| Title | <input type="text"/> | | | | | | | | |
| * Email | <input type="text"/> | | | | | | | | |
| * Email Confirm | <input type="text"/> | | | | | | | | |
| Phone | <table border="1"><thead><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr></thead><tbody><tr><td>1</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> | Country | Area | Number | Ext | 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Country | Area | Number | Ext | | | | | | |
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | |
| Fax | <table border="1"><thead><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr></thead><tbody><tr><td>1</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> | Country | Area | Number | Ext | 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Country | Area | Number | Ext | | | | | | |
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | |
| * User Name | testtraining | | | | | | | | |
| * Password | <input type="password"/> | | | | | | | | |
| * Password Confirm | <input type="password"/> | | | | | | | | |
| * Time Zone | [Select Time Zone] v | | | | | | | | |

Make sure to select the correct Time Zone. This is important for bid response time.



SR Step 6 Sample



User Information (Step 6 of 7)

* indicates a required field

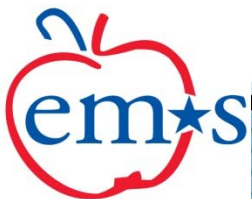
Primary User Information - User MUST be person authorized to sign bid responses!!

| | | | | |
|--------------------|---|-------------|---------------|------------|
| Prefix | Mr. | ▼ | | |
| * First Name | JOHN | | | |
| Middle Name | | | | |
| * Last Name | DOE | | | |
| Title | | | | |
| * Email | johndoe@testtraining.com | | | |
| * Email Confirm | johndoe@testtraining.com | | | |
| Phone | Country | Area | Number | Ext |
| | 1 | 232 | 0880 | |
| Fax | Country | Area | Number | Ext |
| | 1 | 232 | 0880 | |
| * User Name | testtraining | | | |
| * Password | ●●●●●● | | | |
| * Password Confirm | ●●●●●● | | | |
| * Time Zone | Central Time (Observes Daylight Savings Time) | | | ▼ |


Previous

Cancel Registration

Next



SR Step 7: Review and Submit


**EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT**

Review and Submit (Step 7 of 7)

| Company Information [Edit] | |
|---|---|
| Trade Name (dba) | TEST TRAINING |
| Legal Name (if different) | TRAINING |
| Organization Type | Corporation |
| Tax ID (EIN or SSN - No Hyphen) | ***** |
| State of Incorporation | TEXAS |
| Year of Incorporation | 2000 |
| Toll Free Telephone Number | 800-456-7890 |
| Formation/Incorporation Date | 1/31/2000 |
| Website | www.testtraining.com |
| DUNS # | 123456789 |
| Company Description | TRAINING FOR VENDORS |
| Business Type | Marketing / Communications / Public Relations |
| Annual Gross Sales | Less than \$750,000 |
| Excluded from Federal Procurement or Nonprocurement Programs? | No |
| Years in Business | 13 |
| Number of Employees | 500 |

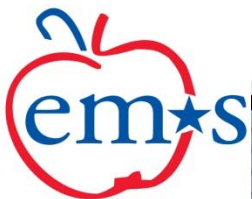
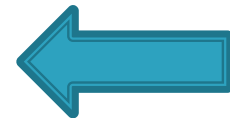
| Primary Address [Edit] | |
|---|---------------------|
| Contact Name | JOHN DOE |
| Address | 1200 OLD DECATUR RD |
| City | FORT WORTH |
| State | TX |
| Zip | 76179 |
| Country | USA |
| Phone | 1 (232) 0880 |
| Fax | 1 (232) 0881 |

| Remittance Address [Edit] | |
|--|---------------------|
| Contact Name | JOHN DOE |
| Address | 1200 OLD DECATUR RD |
| City | FORT WORTH |
| State | TX |
| Zip | 76179 |



SR Step 7: Review and Submit

| Remittance Address [Edit] | |
|---|--|
| Contact Name | JOHN DOE |
| Address | 1200 OLD DECATUR RD |
| City | FORT WORTH |
| State | TX |
| Zip | 76179 |
| Country | USA |
| Phone | 1 (232) 0880 |
| Fax | 1 (232) 0881 |
| Correspondence Address [Edit] | |
| Contact Name | JOHN DOE |
| Address | 1200 OLD DECATUR RD |
| City | FORT WORTH |
| State | TX |
| Zip | 76179 |
| Country | USA |
| Phone | 1 (232) 0880 |
| Fax | 1 (232) 0881 |
| Special Classifications [Edit] | |
| Special Classifications | Large Employer in the State of Texas BuyBoard (TASB), https://www.buyboard.com |
| Commodity Codes [Edit] | |
| Commodities | Contracted Services (Non-Professional) |
| Primary User Information - User MUST be person authorized to sign bid responses!! [Edit] | |
| Prefix | Mr. |
| First Name | JOHN |
| Middle Name | |
| Last Name | DOE |
| Title | |
| Email | john.doe@testtraining.com |
| Phone | 1 (232) 0880 |
| Fax | 1 (232) 0880 |
| User Name | testtraining |
| Password | ***** |
| Time Zone | Central Time (Observes Daylight Savings Time) |
| <input type="button" value="Previous"/> <input type="button" value="Cancel Registration"/> <input type="button" value="Submit Registration"/> | |



Supplier Registration Success!



Registration Complete

Your registration has been successfully submitted for review. The system has sent a confirmation message to you from the following email address: emsisd@customer.ionwave.net. Please add this email address to your address book or Safe Sender list in order to ensure you receive future notifications! You will receive an additional email once the administrator has reviewed your registration.

[Return to Login](#)



EMS ISD eBid System Registration Activation Notification

Dear Supplier,

Your registration with EMS ISD eBid System has been activated.

You can now use the **user name and password you specified during registration** to login to the site at: <https://emsisd.ionwave.net>

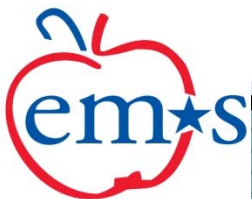
Please note that this does not indicate a commitment to purchase or imply your guaranteed participation in all bids for your registered commodities. You will receive e-mail notifications for events where you are eligible and selected to participate.

In the event you are awarded business, purchase orders will follow via paper, fax, or e-mail. Unless otherwise instructed, you must wait for a formal purchase order prior to beginning fulfillment.

It is your responsibility to maintain your supplier profile, including company information, address information, and commodity selections.

Questions about this system can be directed to: EMS Purchasing, (817) 232-0880 X 2957.

E-mail Generated: 2/4/2013 9:07:16 AM Central



EMS ISD eBid System Special Classification Initial Activation Notification

Dear Supplier,

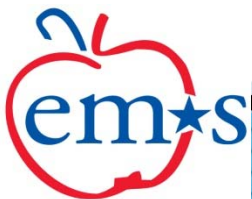
Your company has been activated for the following special classification:

Classification: BuyBoard (TASB), <https://www.buyboard.com>
Activation Reason:

The system can be accessed at: <https://emsisd.ionwave.net>

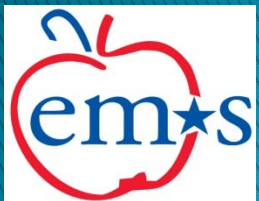
Questions about this system can be directed to: EMS Purchasing, (817) 232-0880 X 2957.

E-mail Generated: 2/4/2013 9:08:45 AM Central



PHASE 2

SUBMIT A BID



EMS ISD eBid Opportunity Notification

Dear Supplier,

You have been invited to bid on the following opportunity by the buyer. To view or respond to the bid opportunity please login to the site at: <https://emsisd.ionwave.net>

Bid Opportunity Information:

Bid Number: 0809-024-C

Bid Title: Athletic Supplies and Equipment

Bid Notes: This is a CATALOG/DISCOUNT BID.

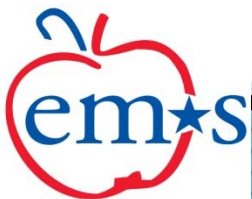
EM-S ISD urges all Vendors to respond to this Bid/Proposal, even if you are a sole source of the product.

Issue Date: 1/30/2013 9:24:40 AM Central

Close Date: 2/27/2013 2:00:00 PM Central

Questions about this system can be directed to: EMS Purchasing, [817 232-0880 X 2957](tel:8172320880).

E-mail Generated: 1/30/2013 9:24:41 AM Central



EMS ISD eBid Response (eB)

Click on Help for quick tutorial.

Log Off | Help
Welcome JOHN DOE!

ems EAGLE MOUNTAIN-SAGINAW INDEPENDENT SCHOOL DISTRICT

Bid Events My Profile

Available Bids Closed Bids My Responses My Awards

Welcome to EMS ISD eBid System!
To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab.
To view a four page quick reference guide on how to respond to a bid, [click here](#).

My Invitations
No Bid Requests

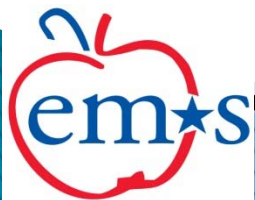
Other Bid Opportunities

| Bid Number | Bid Title | Bid Type | Bid Issue Date | Bid Close Date/Time | Time Left | Response Status |
|-----------------------|---------------------------------|----------|----------------|--------------------------|-----------|-----------------|
| 0809-024-C Addendum 1 | Athletic Supplies and Equipment | ITB | 01/30/2013 | 2/27/2013 2:00:00 PM CST | 22 Days | No Response |


Items 1-1 shown of 1

↑

Log in:
<https://emsisd.ionwave.net>
Click on the bid number to view/respond to the bid.



eB Tab 1: Event Details



EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT

Log Off | Help
Welcome JOHN DOE!

Bid Events
My Profile

Edit Bid Response - 0809-024-C Addendum 1

[Return](#)
[No Bid](#)
[Documents](#)
[Response History](#)
[Bid History](#)

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number 0809-024-C Addendum 1 (Athletic Supplies and Equipment)
Close Date & Time 2/27/2013 2:00:00 PM Central
Time Left 22 days 23 hours 48 minutes 39 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details
Attachments
Attributes
Line Items
Response Attachments
Response Submission

Bid Information

| | |
|------------------------------|---|
| Bid Type | ITB |
| Issue Date & Time | 1/30/2013 9:24:40 AM Central |
| Close Date & Time | 2/27/2013 2:00:00 PM Central |
| Bid Status | Issued |
| Bid Notes | This is a CATALOG/DISCOUNT BID. EM-S ISD urges all Vendors to respond to this Bid/Proposal, even if you are a sole source of the product. |

Ship to Information

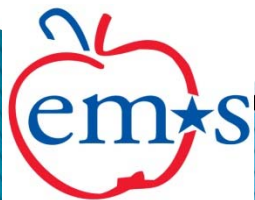
No Ship to Information

Bid Contact Information


| | |
|----------------------|--|
| Workgroup | EM-S ISD |
| Contact Name | Purchasing Department |
| Address | 1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA |
| Contact Fax | (817) 847-8961 |
| Contact Email | lcieszlak@ems-isd.net |

Bill to Information

| | |
|----------------------|---|
| Workgroup | EM-S ISD |
| Contact Name | Accounts Payable |
| Address | 1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA |
| Contact Phone | (817) 232-0880 |
| Contact Fax | (817) 232-0238 |



eB Tab 2: Attachments

Log Off | Help
Welcome JOHN DOE!

Bid EventsMy Profile

Edit Bid Response - 0809-024-C Addendum 1

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#)

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number 0809-024-C Addendum 1 (Athletic Supplies and Equipment)
Close Date & Time 2/27/2013 2:00:00 PM Central
Time Left 22 days 23 hours 48 minutes 21 seconds
Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event DetailsAttachmentsAttributesLine ItemsResponse AttachmentsResponse Submission

Bid Attachments

| # | Name | Description |
|---|--|--|
| 1 | EMS ISD STANDARD TERMS AND CONDITIONS.pdf (95KB) [View] | Standard Terms and Conditions |
| 2 | 0809-024C SPECIFIC TERMS CONDITIONS AND SPECIFICATIONS.pdf (23KB) [View] | Specific Terms, Conditions, and Specifications Bid #0809-024-C |

Items 1-2 shown of 2 1



eB Tab 3: Attributes

ems EAGLE MOUNTAIN-SAGINAW INDEPENDENT SCHOOL DISTRICT Log Off | Help
Welcome JOHN DOE!

Bid Events My Profile

Edit Bid Response - 0809-024-C Addendum 1

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#)

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number 0809-024-C Addendum 1 (Athletic Supplies and Equipment)
Close Date & Time 2/27/2013 2:00:00 PM Central
Time Left 22 days 23 hours 47 minutes 13 seconds
Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event Details Attachments **Attributes** Line Items Response Attachments Response Submission

Bid Attributes

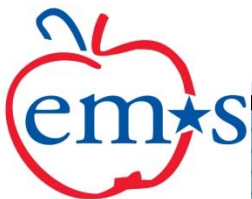
[Save](#) [Validate Attributes](#)

Attribute #40: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #45: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #46: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #47: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #48: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #49: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #50: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #51: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #52: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #53: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #54: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #55: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #56: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #57: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #58: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*
Attribute #59: *This attribute has been changed as part of an addendum. See 'Bid History' for details.*

There are bid attribute errors:

Attribute #3: You must respond to this attribute
Attribute #4: You must respond to this attribute
Attribute #5: You must respond to this attribute
Attribute #6: You must respond to this attribute
Attribute #8: You must respond to this attribute
Attribute #9: You must respond to this attribute
Attribute #10: You must respond to this attribute
Attribute #11: You must respond to this attribute
Attribute #12: You must respond to this attribute

Make sure to click on “Validate Attributes” to see which attributes are REQUIRED. If you do not respond to all the required attributes you will not be able to submit the bid response.



eB Tab 3: Attributes

| # | Name | Note | Type | Response |
|---|--|--|------------|--------------------------------------|
| 1 | Bid Attributes | THERE ARE 44 ATTRIBUTES (including this one) ASSOCIATED WITH THIS BID/PROPOSAL. SOME ARE NOTES AND REQUIRE NO RESPONSE, BUT MOST HAVE A REQUIRED RESPONSE. ~~~Please select each page on the right hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Bid Attributes. | Note | N/A |
| 2 | Opening | Any questions pertaining to the bid/proposal procedures should be emailed to the Purchasing Department (lcieszlak@ems-isd.net.) ~~~ANY QUESTION THAT "REQUIRES" AN ANSWER AND DOES NOT PERTAIN TO YOUR COMPANY, PLEASE ENTER N/A (not applicable). | Note | N/A |
| 3 | Authorized Signature | The undersigned, in submitting this Bid/Proposal and endorsement of same, represents that he/she is authorized to obligate his/her Firm, that he/she is an equal opportunity employer and will not discriminate with regard to race, color, religion, sex, national origin, age or disability unrelated to job performance of this Bid/Proposal; that he/she will abide by all the policies and procedures of EM-S ISD; and that he/she has read this entire Bid/Proposal package, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements in ALL sections of this Bid/Proposal. ~~~This is your electronic signature. | Checkbox | <input type="checkbox"/> I Agree * |
| 4 | Authorized Representative Name and Title | Name and title of authorized official signing this document. | Short Text | <input type="text"/> * |
| 5 | EM-S ISD STANDARD Terms and Conditions | EM-S ISD standard terms and conditions are listed in an attachment. Please check if you agree to EM-S ISD standard terms and conditions. ~~~This is your electronic signature. | Checkbox | <input type="checkbox"/> I Agree * |
| 6 | Specific Terms, Conditions, and Specifications | The specific terms, conditions, and specifications are listed in an attachment. I agree to the specific terms, conditions, and specifications of this bid/proposal. ~~~This is your electronic signature. | Checkbox | <input type="checkbox"/> I Agree * |
| 7 | No Deviations | I certify that there are NO deviations from the attached specific terms, conditions, and specifications. | Checkbox | <input type="checkbox"/> I Certify * |
| 8 | Deviations | If your Firm intends to deviate from the Specifications listed in the attached documents, all such deviations must be listed here, with complete and detailed conditions and information included. The ... | Long Text | <input type="text"/> * |



All required responses fields show a red *. Make sure to respond to all required fields.



eB Tab 4: Line Items

ems EAGLE MOUNTAIN-SAGINAW INDEPENDENT SCHOOL DISTRICT

Log Off | Help
Welcome JOHN DOE!

Bid Events | My Profile

Edit Bid Response - 0809-024-C Addendum 1

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#)

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number 0809-024-C Addendum 1 (Athletic Supplies and Equipment)
Close Date & Time 2/27/2013 2:00:00 PM Central
Time Left 22 days 23 hours 46 minutes 35 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Attachments | Attributes | **Line Items** | Response Attachments | Response Submission

Bid Line Items

[Save](#) [Go to Line](#) [No Bid Lines](#) [Validate Lines](#)

Line Specification

1 Percent Off

| Qty | UOM | Description | Percent Off Extended |
|-----|-----|--|----------------------|
| 1 | EA | Catalog/discount for Athletic Supplies and Equipment | <input type="text"/> |

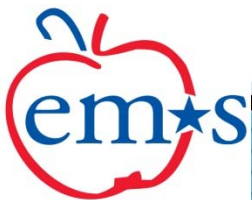
**A response of '0' (zero) to Percent Off is interpreted as a response.*

Item Notes: This is a REQUIRED Response - if no discount offered, please enter 0.00(above).
Supplier Notes:

Items 1-1 shown of 1

Make sure to SAVE after entering the information on this tab.

Catalog Bids: Make sure to enter a discount, even if it is zero.
Line Item Bids: Make sure to enter a dollar amount or click on "No Bid" if no bidding the line item.



eB Tab 5: Response Attachments

[Log Off](#) | [Help](#)
Welcome JOHN DOE!

[Bid Events](#) | [My Profile](#)

Edit Bid Response - 0809-024-C Addendum 1

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#)

Information has been changed as part of an addendum. See 'Bid History' for details.

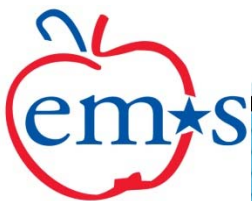
Bid Number 0809-024-C Addendum 1 (Athletic Supplies and Equipment)
Close Date & Time 2/27/2013 2:00:00 PM Central
Time Left 22 days 23 hours 46 minutes 24 seconds
Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

[Event Details](#) | [Attachments](#) | [Attributes](#) | [Line Items](#) | [Response Attachments](#) | [Response Submission](#)


Response Attachments

[*New](#)

No Response Attachments



eB Tab 6: Response Submission

 **EAGLE MOUNTAIN-SAGINAW INDEPENDENT SCHOOL DISTRICT** Log Off | Help
Welcome JOHN DOE!

Bid Events | My Profile

Edit Bid Response - 0809-024-C Addendum 1

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#)
Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number 0809-024-C Addendum 1 (Athletic Supplies and Equipment)
Close Date & Time 2/27/2013 2:00:00 PM Central
Time Left 22 days 23 hours 46 minutes 14 seconds
Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event Details | Attachments | Attributes | Line Items | Response Attachments | **Response Submission**

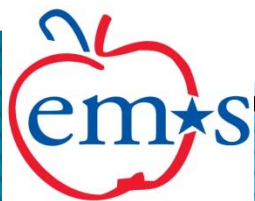
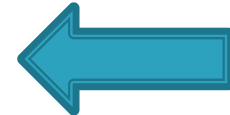
Supplier Response Summary

[Save](#)
When you have completed your response, click the 'Submit Response' button below.

| Your Supplier Profile | | Your User Profile | |
|---|---|---|-----------------------|
| Update your Information | | Update your Information | |
| Supplier Name | TEST TRAINING | Name | Mr. JOHN DOE |
| Address | 1200 OLD DECATUR RD FORT WORTH, TX 76179 | Title | |
| Contact Name | JOHN DOE | Phone | 1 (232) 0880 |
| Phone | 1 (232) 0880 | Fax | 1 (232) 0880 |
| Fax | 1 (232) 0881 | Email | lcieszlak@ems-isd.net |
| Email | | | |

Supplier Note to Buyer

Supplier Notes



eB Tab 6: Response Submission

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#)

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number 0809-024-C Addendum 1 (Athletic Supplies and Equipment)
Close Date & Time 2/27/2013 2:00:00 PM Central
Time Left 22 days 23 hours 45 minutes 51 seconds
Response Status **NOT SUBMITTED** - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Attachments | Attributes | Line Items | Response Attachments | **Response Submission**

Supplier Response Summary

[Save](#)

When you have completed your response, click the 'Submit Response' button below.

| Your Supplier Profile | | Your User Profile | |
|---|---|---|-----------------------|
| Update your Information | | Update your Information | |
| Supplier Name | TEST TRAINING | Name | Mr. JOHN DOE |
| Address | 1200 OLD DECATUR RD FORT WORTH, TX 76179 | Title | |
| Contact Name | JOHN DOE | Phone | 1 (232) 0880 |
| Phone | 1 (232) 0880 | Fax | 1 (232) 0880 |
| Fax | 1 (232) 0881 | Email | lcieszlak@ems-isd.net |
| Email | | | |

Supplier Note to Buyer

Supplier Notes

Message from webpage

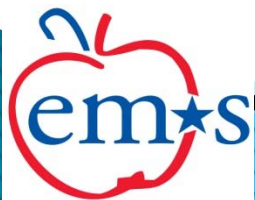

Are you sure you want to submit your response?

OK Cancel

Digital Signature

By submitting your response, you certify that you are authorized to represent and bind your company.

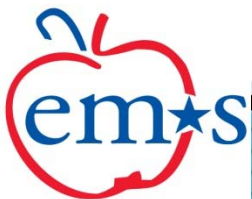
* Your Full Name: * Your Email Address:



Bid Submission

3 items to look for to confirm you have submitted your bid:

1. ***“Your Response has been Successfully Submitted”*** message in bold red print.
2. Response Status will now display as **Response Submitted** in **bold green print** including the response submission **date/time**.
3. System email confirming you have responded to the bid. (see sample on next page).



EMS ISD eBid System Response Submission Confirmation

Dear Supplier,

You have submitted a response for the following bid opportunity:

Bid Opportunity Information:

Bid Number: TEST1

Bid Title: TEST TRAINING

Bid Notes:

Issue Date: 2/6/2013 1:45:32 PM Central

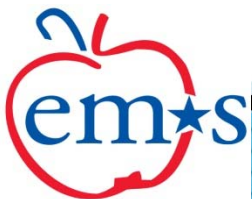
Close Date: 3/6/2013 12:00:00 PM Central

To view or revise your submission, login to the system at:


<https://emsisdtest.ionwave.net>

Questions about this system can be directed to: EMS Purchasing, (817) 232-0880 X 2957.

E-mail Generated: 2/6/2013 1:50:59 PM Central



Bid Retraction



ems EAGLE MOUNTAIN-SAGINAW INDEPENDENT SCHOOL DISTRICT

Log Off | Help
Welcome JOHN DOE!

Bid Events

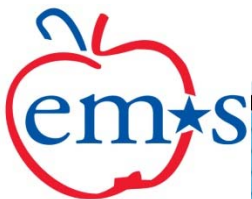
Response Detail - TEST1

Return Retract Documents Response History Bid History


Bid Number TEST1 (TEST TRAINING)
Close Date & Time 3/6/2013 12:00:00 PM Central
Time Left 27 days 22 hours 43 seconds
Response Status Response Submitted - 2/6/2013 1:50:59 PM Central

Event Details Attributes Line Items Response Attachments Response Submission

| Bid Information | | Bid Contact Information | |
|-------------------------------|------------------------------|-------------------------|---|
| Bid Type | ITB | Workgroup | EM-S ISD |
| Issue Date & Time | 2/6/2013 1:45:32 PM Central | Contact Name | Lucia Cieszlak Director of Purchasing |
| Close Date & Time | 3/6/2013 12:00:00 PM Central | Address | 1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA |
| Bid Status | Issued | Contact Phone | (817) 232-0299 2956 |
| Bid Notes | | Contact Fax | (817) 847-8961 |
| | | Contact Email | lcieszlak@ems-isd.net |
| Ship to Information | | Bill to Information | |
| <i>No Ship to Information</i> | | Workgroup | EM-S ISD |
| | | Contact Name | Tammy Graves |
| | | Address | 1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA |
| | | Contact Phone | (817) 232-0880 2972 |
| | | Contact Fax | (817) 232-0238 |



Bid Retraction



EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT

Log Off | Help
Welcome JOHN DOE!

Bid Events
My Profile

Response Detail - TEST1

[Return](#)
[Retract](#)
[Documents](#)
[Response History](#)
[Bid History](#)

Bid Number TEST1 (TEST TRAINING)
Close Date & Time 3/6/2013 12:00:00 PM Central
Time Left 27 days 22 hours 22 seconds
Response Status Response Submitted - 2/6/2013 1:50:59 PM Central

Event Details
Attributes
Line Items
Response Attachments
Response Submission

Bid Information

Bid Type ITB
Issue Date & Time 2/6/2013 1:45:32 PM Central
Close Date & Time 3/6/2013 12:00:00 PM Central
Bid Status Issued
Bid Notes

Ship to Information

No Ship to Information

Bill to Information


Workgroup EM-S ISD
Contact Name Tammy Graves
Address 1200 OLD DECATUR RD
 BLDG 6
 FORT WORTH, TX 76179 USA
Contact Phone (817) 232-0880 2972
Contact Fax (817) 232-0238

Message from webpage

? Are you sure you want to retract?



Bid Retraction



EAGLE MOUNTAIN-SAGINAW
INDEPENDENT SCHOOL DISTRICT

Log Off | Help
Welcome JOHN DOE!

Bid Events
My Profile

Edit Bid Response - TEST1

Your Response has been Retracted

[Return](#)
[No Bid](#)
[Documents](#)
[Response](#)

| | |
|------------------------------|---|
| Bid Number | TEST1 (TEST TRAINING) |
| Close Date & Time | 3/6/2013 12:00:00 PM Central |
| Time Left | 27 days 22 hours 4 seconds |
| Response Status | NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab. |

Event Details

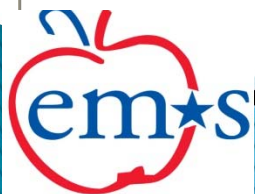
Attributes

Line Items

Response Attachments

Response Submission

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-----|------------------------------|-----------------------------|------------------------------|------------------------------|-------------------|--------|------------------|--|---|------------------|----------|---------------------|---------------------------------------|----------------|---|----------------------|---------------------|--------------------|----------------|----------------------|-----------------------|------------------|----------|---------------------|--------------|----------------|---|----------------------|---------------------|--------------------|----------------|
| <h4>Bid Information</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Bid Type</td><td>ITB</td></tr> <tr><td>Issue Date & Time</td><td>2/6/2013 1:45:32 PM Central</td></tr> <tr><td>Close Date & Time</td><td>3/6/2013 12:00:00 PM Central</td></tr> <tr><td>Bid Status</td><td>Issued</td></tr> <tr><td>Bid Notes</td><td></td></tr> </table> <h4>Ship to Information</h4> <p>No Ship to Information</p> | Bid Type | ITB | Issue Date & Time | 2/6/2013 1:45:32 PM Central | Close Date & Time | 3/6/2013 12:00:00 PM Central | Bid Status | Issued | Bid Notes | | <h4>Bid Contact Information</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Workgroup</td><td>EM-S ISD</td></tr> <tr><td>Contact Name</td><td>Lucia Cieszlak Director of Purchasing</td></tr> <tr><td>Address</td><td>1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA</td></tr> <tr><td>Contact Phone</td><td>(817) 232-0299 2956</td></tr> <tr><td>Contact Fax</td><td>(817) 847-8961</td></tr> <tr><td>Contact Email</td><td>lcieszlak@ems-isd.net</td></tr> </table> <h4>Bill to Information</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Workgroup</td><td>EM-S ISD</td></tr> <tr><td>Contact Name</td><td>Tammy Graves</td></tr> <tr><td>Address</td><td>1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA</td></tr> <tr><td>Contact Phone</td><td>(817) 232-0880 2972</td></tr> <tr><td>Contact Fax</td><td>(817) 232-0238</td></tr> </table> | Workgroup | EM-S ISD | Contact Name | Lucia Cieszlak Director of Purchasing | Address | 1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA | Contact Phone | (817) 232-0299 2956 | Contact Fax | (817) 847-8961 | Contact Email | lcieszlak@ems-isd.net | Workgroup | EM-S ISD | Contact Name | Tammy Graves | Address | 1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA | Contact Phone | (817) 232-0880 2972 | Contact Fax | (817) 232-0238 |
| Bid Type | ITB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Issue Date & Time | 2/6/2013 1:45:32 PM Central | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Close Date & Time | 3/6/2013 12:00:00 PM Central | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bid Status | Issued | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bid Notes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Workgroup | EM-S ISD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Name | Lucia Cieszlak Director of Purchasing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address | 1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Phone | (817) 232-0299 2956 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Fax | (817) 847-8961 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Email | lcieszlak@ems-isd.net | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Workgroup | EM-S ISD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Name | Tammy Graves | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address | 1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Phone | (817) 232-0880 2972 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Fax | (817) 232-0238 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



EMS ISD eBid System Response Retraction Confirmation

Dear Supplier,

You have retracted your response for the following bid opportunity:

Bid Opportunity Information:

Bid Number: TEST1

Bid Title: TEST TRAINING

Bid Notes:

Issue Date: 2/6/2013 1:45:32 PM Central

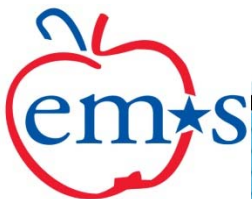
Close Date: 3/6/2013 12:00:00 PM Central

To edit or resubmit your response, login to the system at:

<https://emsisdtest.ionwave.net>

Questions about this system can be directed to: EMS Purchasing, (817) 232-0880 X 2957.

E-mail Generated: 2/6/2013 1:59:51 PM Central



EMS ISD eBid System Bid Addendum Notification

Dear Supplier,

An addendum has been issued on the following bid opportunity. To view the amended bid opportunity, login to the site at: <https://emsisd.ionwave.net>

Any response data you have entered has been automatically copied to the addended bid, however it has been unsubmitted at the buyer's request. ***YOU MUST LOGIN AND RE-SUBMIT YOUR BID***.

Addendum Reason: Attribute #40 has been deleted and replaced by attributes #45 to #59. There are now a total of 59 attributes.

Bid Opportunity Information:

Original Bid Number: 0809-024-C
New Bid Number: 0809-024-C Addendum 1
Bid Title: Athletic Supplies and Equipment
Bid Notes: This is a CATALOG/DISCOUNT BID.

EM-S ISD urges all Vendors to respond to this Bid/Proposal, even if you are a sole source of the product.
Issue Date: 1/30/2013 9:24:40 AM Central
Close Date: 2/27/2013 2:00:00 PM Central

It is your responsibility to determine if the changes made by the buyer warrant changes in your response. To view the list of changes, select the bid request and click on 'History'.

Questions about this system can be directed to: EMS Purchasing, (817) 232-0880 X 2957.

E-mail Generated: 1/30/2013 2:21:31 PM Central

