Austin Independent School District

Contract & Procurement Services

20RFP071

Disposal, Recycling and Asset Recovery Services of Surplus Technology Equipment

Addendum 3

RFP Timeline – Revised Solicitation Schedule

Due to the current circumstances involving COVID-19, AISD is altering the solicitation schedule for this RFP. Please see the new schedule below.

Date	Event
May 12, 2020	Questions and answers posted on our website
May 26, 2020	**RFP opening / due date at 2:00 pm CST**

Instructions for submitting Bids electronically

Due to COVID-19 precautions and to prevent the spread of COVID-19, and in an effort to provide ongoing support and services for Austin ISD, the District has decided to accept proposals for 20RFP071, Disposal, Recycling and Asset Recovery Services of Surplus Technology Equipment via email to lorena.mcbee@austinisd.org no later than **May 26, 2020 at 2:00 PM CST.**

To assist ensure a fair and transparent process, vendors **must** place the following information in the subject line of the email containing your submission:

- **Vendor Name - 20RFP071 Disposal, Recycling and Asset Recovery Services - Vendor Submission Attached**

Proposals submitted via email should not exceed 20MB. If you believe your attachment is more than 20MB, please zip the file or separate it into two (2) separate attachments.

If you have already submitted your hard proposal via mail or hand delivery, please also submit your proposal via email before the due date and time so that we can facilitate review of proposals while we work remotely. Again, proposals should be clearly marked with the Solicitation Number and Title in the subject line of any and all submission email(s).

To ensure a fair and transparent process and the integrity of submissions, all Proposals submitted via email will not be opened until **AFTER due date and time**.

Thank you for your understanding and interest in the District,

Lorena McBee
Procurement Specialist