

Dear Prospective Bidders,

Eureka Business Group on behalf of **Cedar Hill Independent School District** is pleased to provide this IoNWave Bidding Manual to assist you in participating in our competitive procurement process. As a public educational institution serving the Cedar Hill community, CHISD is committed to maintaining transparent, fair, and efficient procurement practices that ensure the best value for the students and taxpayers.

The attached manual contains detailed step-by-step instructions for registering as a bidder and submitting competitive bids through the CHISD IoNWave electronic procurement platform. All bidders must complete registration through the IoNWave system to participate in district bidding opportunities. This electronic platform streamlines the procurement process while ensuring compliance with Texas Education Code requirements and district policies.

We encourage you to review this manual thoroughly before attempting to register or submit bids. The IoNWave system requires careful attention to submission deadlines, document formatting, and technical requirements. Failure to follow the procedures may result in bid rejection or disqualification.

For questions regarding specific bid opportunities, please contact CHISD real estate broker, Joseph Gozlan with **Eureka Business Group** at 903-600-0616 or joseph@ebgtexas.com.

Eureka Business Group and Cedar Hill ISD reserves the right to reject any and all bids and to waive any informality in bids received. We look forward to your participation in our procurement process and appreciate your commitment to supporting public education in our community

Best Regards,

Joseph Gozlan, Managing Principal

Eureka Business Group

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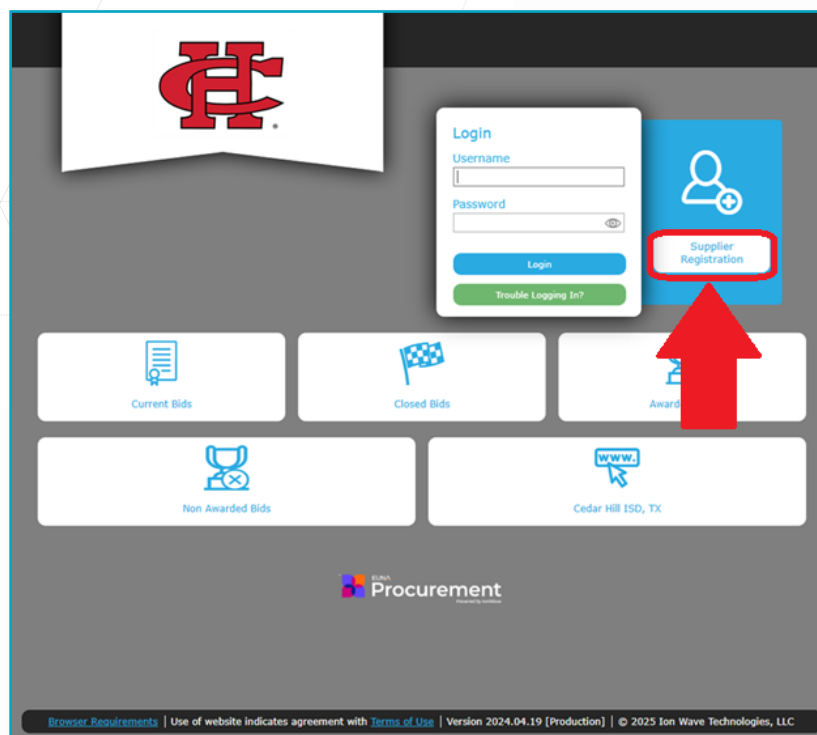
How to Register and Submit a Bid on the CHISD IonWave Portal

Overview: Cedar Hill ISD (CHISD) posts bids (including property sales) on its IonWave purchasing portal. To submit a bid, you must first register as a vendor on the portal. Then you can log in, find the CHISD property sale event, download and complete the bid forms, and upload your response. The steps below walk you through this process.

Register on the IonWave Portal

First, go to the Cedar Hill ISD IonWave bidding website at chisdbids.ionwave.net. The CHISD Purchasing Department notes that to do business with the district you must first register at this portal.

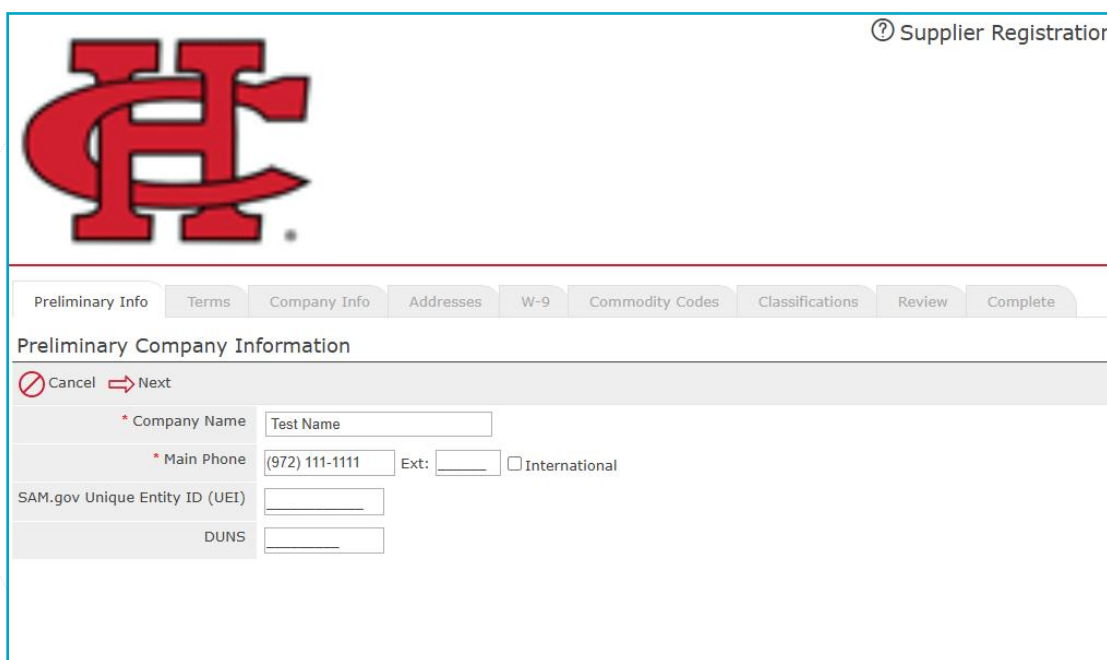
Step 1: Click **Supplier Registration** on the portal login page.



Registration in IonWave is free; no payment or subscription is required!

When you have completed all sections, click **Complete** to submit your registration. You should receive a confirmation email when your account is created.

Step 2: Fill out the Preliminary Info page (company name, contact person, phone, etc.) and click **Next**.



Supplier Registration

Preliminary Info | Terms | Company Info | Addresses | W-9 | Commodity Codes | Classifications | Review | Complete

Preliminary Company Information

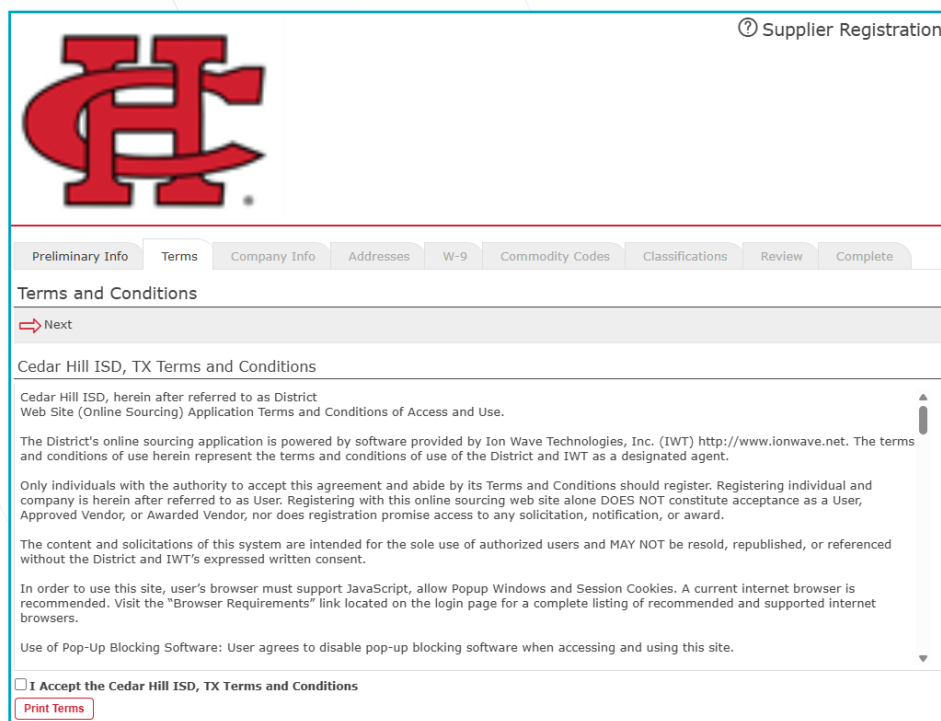
* Company Name

* Main Phone Ext: ☐ International

SAM.gov Unique Entity ID (UEI)

DUNS

Step 3: Agree to the Terms, then enter your **Company Info** (contact name, email, SAM.gov UEI or DUNS, etc.).



Supplier Registration

Preliminary Info | **Terms** | Company Info | Addresses | W-9 | Commodity Codes | Classifications | Review | Complete

Terms and Conditions

Cedar Hill ISD, TX Terms and Conditions

Cedar Hill ISD, herein after referred to as District Web Site (Online Sourcing) Application Terms and Conditions of Access and Use.

The District's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the terms and conditions of use of the District and IWT as a designated agent.

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any solicitation, notification, or award.

The content and solicitations of this system are intended for the sole use of authorized users and MAY NOT be resold, republished, or referenced without the District and IWT's expressed written consent.


In order to use this site, user's 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.

☐ **I Accept the Cedar Hill ISD, TX Terms and Conditions**

Step 3 Cont.

? Supplier Registration



Preliminary Info
Terms
Company Info
Addresses
W-9
Commodity Codes
Classifications
Review
Complete

Company Information
 ➔ Save and Next

Company Information

* Trade Name (dba)

Legal Name (if different)

* Organization Type Sole Proprietorship

Formation Date

Tax ID Number Not Applicable ☐ FEIN ☒ SSN/ITIN ☐ Other

SAM.gov Unique Entity ID (UEI)

DUNS

Website

Company Description

User Information

* Username / Login

Prefix

* First Name

* Last Name

Title

* Email

* Verify Email

Office Phone Ext: ☐ International

Mobile Phone ☐ International

* Time Zone Central Time

Keywords Press the Enter key to separate keywords

Bypass Company Recovery Email ☒

Company Recovery Email

Note: In the event of staff transition, the Company Recovery Email will be used to recover access to the user account. (i.e. bids@ABCcompany.com)

Verify Company Recovery Email

Company Address

* Address 1

Address 2

Address 3

* City

* State/Province Texas

* Zip/Postal

* Country United States

* Main Phone Ext: ☐ International

Toll Free Ext: ☐ International

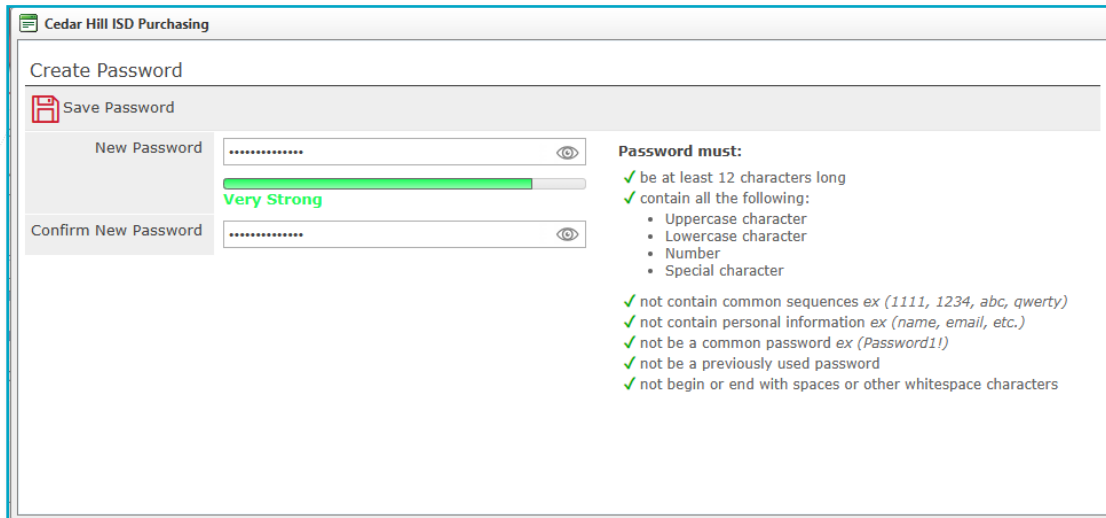
Fax ☐ International

Contact Name

Email


Step 4: Click **OK** and check your email for the confirmation link.


Step 5: Select a password and click **Save Password**




Cedar Hill ISD Purchasing

Create Password

 Save Password

New Password 

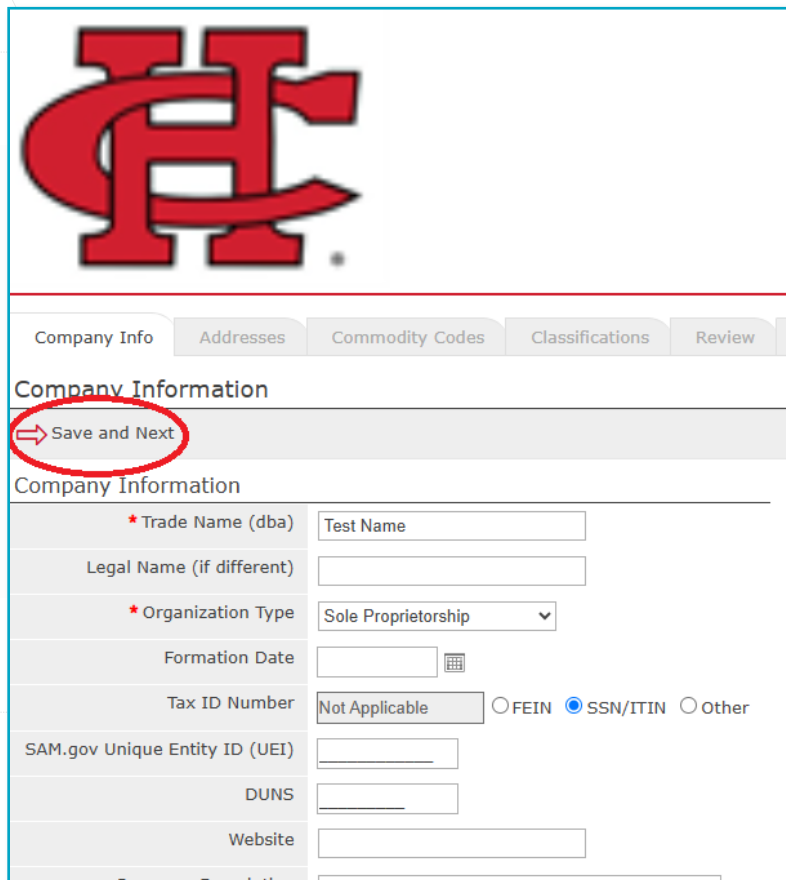
Confirm New Password 


Very Strong

Password must:

- ✓ be at least 12 characters long
- ✓ contain all the following:
 - Uppercase character
 - Lowercase character
 - Number
 - Special character
- ✓ not contain common sequences ex (1111, 1234, abc, qwerty)
- ✓ not contain personal information ex (name, email, etc.)
- ✓ not be a common password ex (Password1!)
- ✓ not be a previously used password
- ✓ not begin or end with spaces or other whitespace characters

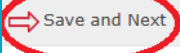
Step 6: Update any information missing then click the **Save and Next** Button





Company Info | Addresses | Commodity Codes | Classifications | Review

Company Information


 Save and Next

Company Information

* Trade Name (dba)

Legal Name (if different)

* Organization Type

Formation Date 

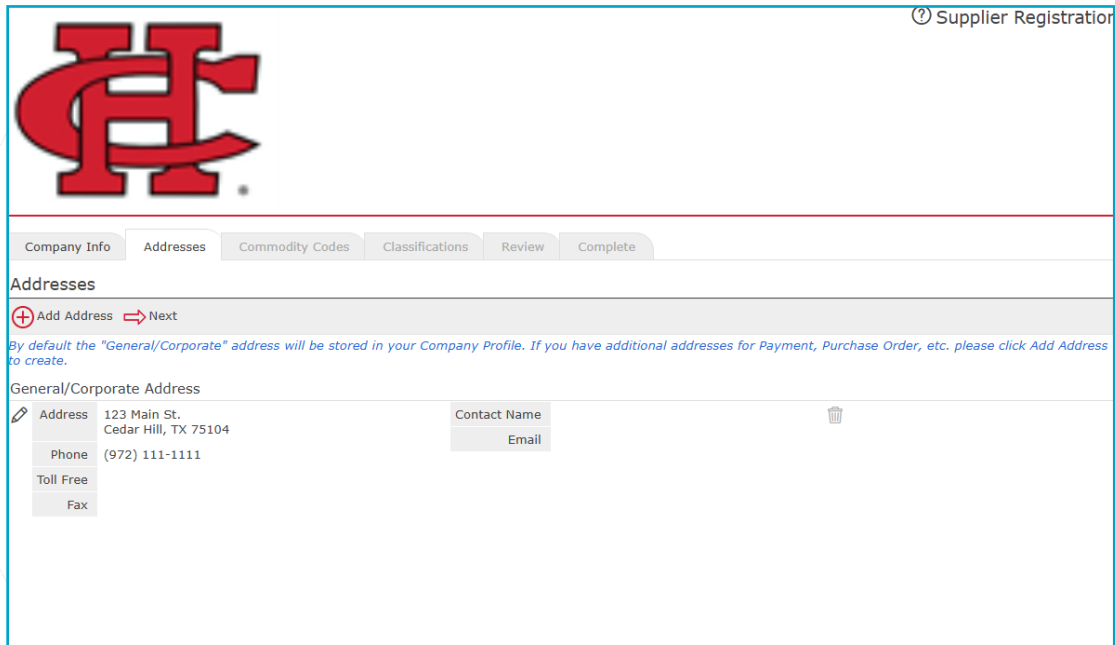
Tax ID Number ☐ FEIN ☒ SSN/ITIN ☐ Other

SAM.gov Unique Entity ID (UEI)

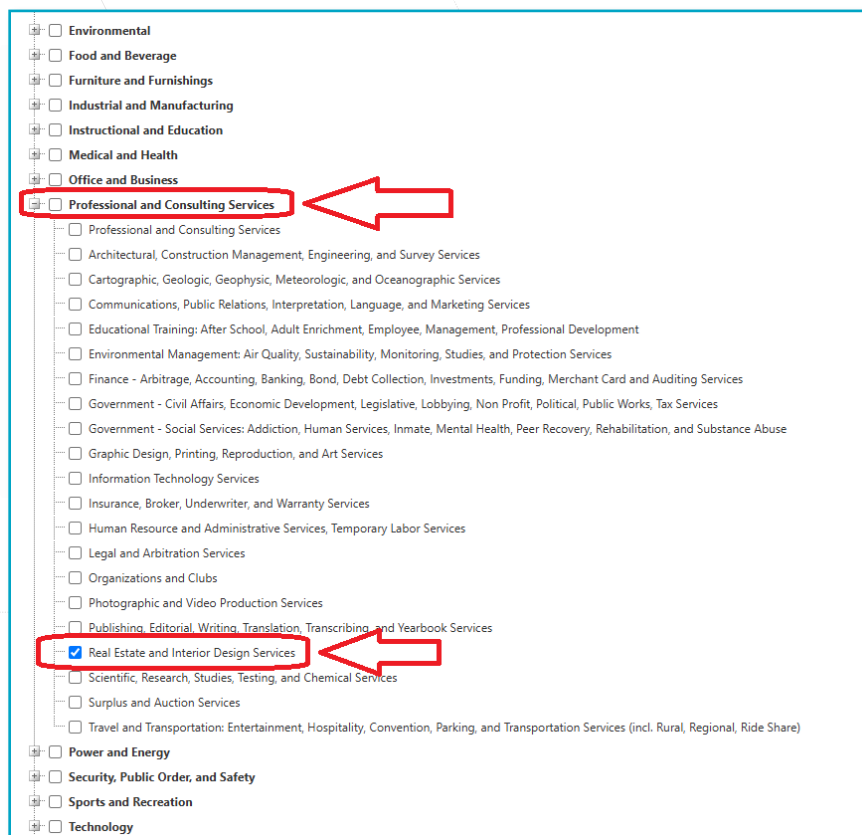
DUNS

Website

Step 7: Click the **Next** button or add additional address if you need.




Step 8: Click on **Professional and Consulting Services** The select **Real Estate and Interior Design Services** Then click the **Save & Next** button



- ☐ Environmental
- ☐ Food and Beverage
- ☐ Furniture and Furnishings
- ☐ Industrial and Manufacturing
- ☐ Instructional and Education
- ☐ Medical and Health
- ☐ Office and Business
- ☒ Professional and Consulting Services
 - ☐ Professional and Consulting Services
 - ☐ Architectural, Construction Management, Engineering, and Survey Services
 - ☐ Cartographic, Geologic, Geophysics, Meteorologic, and Oceanographic Services
 - ☐ Communications, Public Relations, Interpretation, Language, and Marketing Services
 - ☐ Educational Training: After School, Adult Enrichment, Employee, Management, Professional Development
 - ☐ Environmental Management: Air Quality, Sustainability, Monitoring, Studies, and Protection Services
 - ☐ Finance - Arbitrage, Accounting, Banking, Bond, Debt Collection, Investments, Funding, Merchant Card and Auditing Services
 - ☐ Government - Civil Affairs, Economic Development, Legislative, Lobbying, Non Profit, Political, Public Works, Tax Services
 - ☐ Government - Social Services: Addiction, Human Services, Inmate, Mental Health, Peer Recovery, Rehabilitation, and Substance Abuse
 - ☐ Graphic Design, Printing, Reproduction, and Art Services
 - ☐ Information Technology Services
 - ☐ Insurance, Broker, Underwriter, and Warranty Services
 - ☐ Human Resource and Administrative Services, Temporary Labor Services
 - ☐ Legal and Arbitration Services
 - ☐ Organizations and Clubs
 - ☐ Photographic and Video Production Services
 - ☐ Publishing, Editorial, Writing, Translation, Transcribing, and Yearbook Services
 - ☒ Real Estate and Interior Design Services
 - ☐ Scientific, Research, Studies, Testing, and Chemical Services
 - ☐ Surplus and Auction Services
 - ☐ Travel and Transportation: Entertainment, Hospitality, Convention, Parking, and Transportation Services (incl. Rural, Regional, Ride Share)
- ☐ Power and Energy
- ☐ Security, Public Order, and Safety
- ☐ Sports and Recreation
- ☐ Technology

Step 9: If you are bidding as a company and match one of the following statuses, select the appropriate status and attach the supporting document. Otherwise, you can just click the **Save and Next** button.



Company Info

Addresses

Commodity Codes

Classifications

Review

Complete

Special Classifications

➡ Save and Next

Check any special business classifications that apply to your business. Classifications are subject to approval.

General Classifications

☐ Woman Owned Business

☐ Veteran Owned Business

☐ Small Business Enterprise

☐ Disabled Owned Business

☐ Minority Owned Business

Step 10: Review and Submit the registration. After submission you will see confirmation and will be able to log in.

Access the CHISD Property Sale Event

After registering, log in to the portal with your new username and password. You will see a menu with options like **Current Bids**. Click **Current Bids** (or “Current Bid Opportunities”) to view all open solicitations. In the list of current bids, locate the entry for the CHISD property sale event (**RFP 24/25-016**). Click the **Bid Title** or **Bid Number** of that event to open the bid details. On the event page, you can review the bid summary and any announcements.

Submitting Your Bid

Within the property sale event page, go to the **Attachments** tab. Here you will see a list of required documents (for example, bid forms, disclosure statements, etc.). **Download** each file and fill it out carefully.

After you have completed the forms offline, switch to the **Response Attachments** tab on the same portal page. Click **Upload** to attach your completed documents. Upload each file (typically PDF) as instructed. Make sure to include any required bid forms or signature pages. Fill in any required text fields on the form, then **Save** your entries. Finally, click **Submit Response** (or **Submit**) to send your bid through the portal.

- **IMPORTANT:** CHISD does *not* accept bids sent by fax or email. All bids **must** be submitted electronically through IonWave.
- **Deadline:** Your bid must be fully submitted by **2:00 PM (CST) on Thursday, July 31, 2025**. Any submission after that time will be considered late and will not be accepted.

Additional Notes

- **Free Registration:** IonWave vendor accounts are free. There is no cost to sign up and download the bid documents.
- **District Rights:** Cedar Hill ISD reserves the right to reject any or all bids and to waive any informalities or minor irregularities in the bidding process.

Each step above is designed to ensure your bid is properly recorded. By following this guide, you will successfully register on the IonWave portal, locate the CHISD property sale event, and submit your bid by the deadline. Good luck!