



13485 Cumberland Road  
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[www.hseschools.org](http://www.hseschools.org)

September 8, 2020

**RE: Request for Quotes (RFQ) to Purchase Surplus Technology Equipment**

Dear Sir or Madam,

Hamilton Southeastern School Corporation (HSE, the District) desires to sell surplus technology equipment to interested vendors.

I cordially invite you to respond to HSE's attached request for quotes (RFQ) to purchase surplus technology equipment from the District. Please feel free to contact me with questions.

Sincerely,

A handwritten signature in blue ink that reads "Tom Kouns".

Tom Kouns  
Director of Infrastructure Technologies  
Hamilton Southeastern School Corporation



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## **1.0 PURPOSE AND BACKGROUND**

### **1.1 Purpose of this Request for Proposals (RFQ)**

Hamilton Southeastern Schools recently retired a large quantity of iPads primarily used by students. The purpose of this Request for Quotes (RFQ) is to solicit bids and sell the surplus equipment through a fair and competitive process.

The District intends to acquire the best possible sale price for these devices and invites appropriately qualified and experienced vendors to submit a quote for purchasing all devices as described herein.

This document does not commit the District to sell the surplus equipment or to pay any costs incurred in the preparation of a response to this RFQ. Hamilton Southeastern School Corporation reserves the right to request clarification, conduct discussions with vendors and/or request additional information.

### **1.2 General Background**

Hamilton Southeastern Schools is a large public school district serving approximately 22,000 students. The district consists of 13 Elementary Schools, 4 Intermediate Schools, 4 Junior High Schools and 2 High Schools. The district consists of Delaware, Fall Creek and Wayne Townships in Hamilton County, Indiana.

Hamilton Southeastern, as an innovative school community, provides an educational opportunity for each student to achieve maximum potential, to become a responsible citizen and to influence an ever-changing world community. Additional information about the district can be found at [www.hseschools.org](http://www.hseschools.org).



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### 1.3 Request Timeline and Important Dates

The timeline for this RFQ is as follows:

|                            |                          |
|----------------------------|--------------------------|
| Issue Date                 | 9/8/2020                 |
| Proposal Response Deadline | 9/18/2020 BY 9:00 AM EST |
| Recording of Proposers:    | 9/18/2020 – 10:00 AM EST |

Vendors may submit questions and proposals to Tom Kouns, Director of Infrastructure Technology, via email at [tkouns@hse.k12.in.us](mailto:tkouns@hse.k12.in.us). **HSE will not post any addenda for this solicitation.**

**Due to Covid 19, the recording of proposers will occur via a Zoom meeting. Link to Zoom meeting will be provided to participating vendors the morning of the bid opening.**

## 2.0 EQUIPMENT DESCRIPTION

Hamilton Southeastern School Corporation seeks to sell surplus 1:1 computing devices. This section describes the equipment for sale.

### 2.1 Equipment

HSE’s surplus 1:1 computing equipment includes models as described on the following table:

| Model                         | iPad 2 | iPad 3 | iPad 4-Retina | iPad Air | iPad Air 2 | iPad Air 2 | iPad 5 <sup>th</sup> Gen. | iPad 6 <sup>th</sup> Gen. |
|-------------------------------|--------|--------|---------------|----------|------------|------------|---------------------------|---------------------------|
| Quantity in working condition | 111    | 1      | 9             | 356      | 908        | 330        | 0                         | 0                         |
| Damaged                       | 4      | 4      | 3             | 30       | 81         | 30         | 0                         | 0                         |
| Non-Repairable                | 0      | 0      | 0             | 0        | 16         | 2          | 19                        | 9                         |
| Memory                        | 16 GB  | 16 GB  | 16 GB         | 16 GB    | 16GB       | 32 GB      | 32 GB                     | 32 GB                     |

- All Devices Are Wi-Fi only – No Cellular Cards
- Damaged devices are believed to be repairable. HSE Schools will not facilitate the repair of these devices and they will be purchased in “as is” condition.
- Devices deemed non-repairable were based on evaluation from repair vendor.
- District will require verification that any device not able to be reset to factory default is recycled or otherwise erased to ensure any private information is inaccessible.



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- HSE has made best effort to remove mobile management / DEP, iCloud and/or passcode locks on working iPads and restored all devices to original factory settings. HSE will assist with any devices found to be locked preventing a reset.
- Power Cords and Brick are not included.
- iPads do not have any engravings.
- Majority of iPads were kept in protective cases (cases included).



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### 3.0 EVALUATION CRITERIA AND VENDOR SELECTION

#### 3.1 Evaluation Criteria and Process

HSE will select a vendor and accept a quote which offers the best possible value. The most important criterion is price, but the District will also consider any value-added services that will streamline the sale process (e.g., white glove pickup, prepaid packaging/shipping, and inventory audit).

#### 3.2 Competitive Negotiation

Hamilton Southeastern School Corporation reserves the right to request clarification, conduct discussions with vendors, to request revisions, modify the desired scope, negotiate price changes and/or waive minor informalities. The District also retains the right to negotiate the final contract terms and conditions with one or more of the most responsive vendors as solely determined by the District. **All vendors who participate in the Zoom bid recording meeting will have the opportunity to increase their offer once all submitted bids have been revealed.** Finally, HSE may discard all vendor responses if none meet the stated minimum requirements or if none are deemed in the best interests of the District.



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## 4.0 QUOTE CONTENT

### 4.1 General Directions

This RFQ contains all the information and forms necessary to complete and submit a formal quote. All responses and accompanying documentation submitted will become the property of Hamilton Southeastern School Corporation at the time responses are opened.

### 4.2 Required Response Content

Responses need to be emailed to [tkouns@hse.k12.in.us](mailto:tkouns@hse.k12.in.us). Please use the subject line “**Surplus 2020 RFQ**” so emails can be identified. If you do not receive a confirmation that the proposal was received before the submission deadline, please reach out to Tom Kouns at 317.570.3359. Bids will be accepted by the due date indicated in Section 1.3 of this RFQ. To assist in the evaluation process, HSE requests all quotes include the information listed below. Quotes lacking one or more of the following items may be considered non-responsive and may be rejected.

- **Price** – Vendors must submit a single price for all of the surplus equipment. *(Sample pricing template provided)*. **A graduated price schedule based on each device condition (Grade A, B, etc.) will not be accepted.** HSE will accommodate requests to inspect the devices in advance of the proposal deadline, however, the proposed price must be determined when the bid is submitted. HSE will require a 10% down payment at the time the winning bid is awarded and will work with the vendor to wire the funds. The remaining balance will need to be collected before the devices are allowed to leave our possession.
- **Primary Contact Information** – Quote should include vendor key staff contact name, email address, and phone number.
- **Shipping and Delivery Information** – Vendors’ quotes should also include a thorough description of the packing, shipping and delivery process.

## 5.0 PROPOSED PRICING TEMPLATE

**PLEASE USE A SIMILAR TEMPLATE AS SEEN BELOW FOR THE QUOTE SUBMISSION**

| <b>MODEL</b>                                | <b>QUANTITY</b> |
|---|-----------------|
| <b>IPAD 2 – 16GB</b>                        |                 |
| • WORKING                                   | 111             |
| • DAMAGED                                   | 4               |
| <b>IPAD 4 / RETINA – 16GB</b>               |                 |
| • WORKING                                   | 9               |
| • DAMAGED                                   | 3               |
| <b>IPAD AIR – 16 GB</b>                     |                 |
| • WORKING                                   | 356             |
| • DAMAGED                                   | 30              |
| <b>IPAD AIR 2 – 16GB</b>                    |                 |
| • WORKING                                   | 908             |
| • DAMAGED                                   | 81              |
| • NON-REPAIRABLE                            | 16              |
| <b>IPAD AIR 2 – 32GB</b>                    |                 |
| • WORKING                                   | 330             |
| • DAMAGED                                   | 30              |
| • NON-REPAIRABLE                            | 2               |
| <b>IPAD 5<sup>TH</sup> GEN</b>              |                 |
| • NON-REPAIRABLE                            | 19              |
| <b>IPAD 6<sup>TH</sup> GEN</b>              |                 |
| • NON-REPAIRABLE                            | 9               |
| <b>TOTAL BID PRICE FOR ALL DEVICES - \$</b> |                 |