

NOTICE TO BIDDERS

Solicitation documents for purchasing

SURPLUS TECHNOLOGY EQUIPMENT

from the Hamilton Southeastern School Corporation are **available on the web site www.hseschools.org**. (Please refer to the link near the bottom of the HSE home page.) This website is the official source for all documents related to this solicitation. Hamilton Southeastern School Corporation is not responsible for documents distributed through any other means.

ITEMS FOR PURCHASE:

Model	iPad 2 WiFi Only	iPad 4 WiFi Only	iPad Air WiFi Only	iPad Air WiFi Only	iPad Air 2 WiFi Only	iPad 5 th Gen. WiFi only	iPad 6 th Gen. WiFi only
Quantity in working condition	42	361	3587	6	0	0	0
Damaged	5	7	251	0	8	3	0
Non- Repairable	0	0	24	0	21	7	1
Memory	16 GB	16 GB	16 GB	32 GB	16 GB	32 GB	32 GB

DEADLINE FOR SUBMISSION: prior to 10:00 am local time (EST) September 6, 2019

RECORDING OF PROPOSERS: 11:00 am local time (EST) September 6, 2019

LOCATION: Hamilton SE Schools Administration

13485 Cumberland Rd.

Fishers, IN 46038

Vendors shall submit bids according to the Instructions, Provisions and Specifications stated in the solicitation documents. Questions should be addressed via email to HSE's Director of Infrastructure Technologies, Tom Kouns (tkouns@hse.k12.in.us)



13485 Cumberland Road
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P 317.594.4100
F 317.594.4109
www.hseschools.org

August 15, 2019

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 sealed 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.

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1.3 Request Timeline and Important Dates

The timeline for this RFQ is as follows:

Issue Date	8/15/2019
Proposal Response Deadline	9/6/19 BY 10:00 AM EST
Recording of Proposers:	9/6/19 – 11:00 am

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

**Recording of Proposers will take place at:
Hamilton Southeastern Schools Administration
13485 Cumberland Rd.
Fishers, IN 46038**

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 working models of iPad 2, iPad 4 / Retina and iPad Air, as well as some damaged models as described below.

Model	iPad 2 WiFi Only	iPad 4 WiFi Only	iPad Air WiFi Only	iPad Air WiFi Only	iPad Air 2 WiFi Only	iPad 5 th Generation WiFi only	iPad 6 th Generation WiFi only
Quantity in working condition	42	361	3587	6	0	0	0
Damaged	5	7	251	0	8	3	0
Non-Repairable	0	0	24	0	21	7	1
Memory	16 GB	16 GB	16 GB	32 GB	16 GB	32 GB	32 GB

- 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.
- All iPads are not engraved in any way.
- Majority of iPads were kept in protective cases



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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 bidding process will have the opportunity to increase their offer once all submitted bids have been revealed, however, they must be onsite to do so. 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

Mailed or emailed responses will be accepted by the due date indicated in Section 1.3 of this RFP. 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. The remaining balance will be collected at the time the devices are picked up.
- **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.



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5.0 PROPOSED PRICING TEMPLATE

PLEASE USE A SIMILAR TEMPLATE AND INCLUDE IN YOUR RESPONSE.



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HSE SCHOOLS – PRICING RESPONSE SHEET

MODEL	QUANTITY	TOTAL PRICE
IPAD 2		
• WORKING	42	\$
• DAMAGED	5	\$
IPAD 4 / RETINA		
• WORKING	361	\$
• DAMAGED	7	\$
IPAD AIR – 16 GB		
• WORKING	3,587	\$
• DAMAGED	251	\$
• NON-REPAIRABLE	24	\$
IPAD AIR – 32 GB		
• WORKING	6	\$
IPAD AIR 2		
• DAMAGED	8	\$
• NON-REPAIRABLE	21	\$
IPAD 5TH GEN		
• DAMAGED	3	\$
• NON-REPAIRABLE	7	\$
IPAD 6TH GEN		
• NON-REPAIRABLE	1	\$

TOTAL BID PRICE FOR ALL DEVICES - \$



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