

REQUEST FOR BIDS
Purchase of District MacBooks
July 28, 2021

In accordance with Board Policy 802, Northfield Public Schools ISD #659 is seeking proposals from organizations to purchase district-owned Apple equipment. The district intends to sell approximately 330 MacBook Pro laptops (2016, Apple Model A1708, 2.0 GHz dual-core Intel i5, 256 GB SSD, 8GB RAM) and 40 MacBook Air laptops (2015, Apple Model A1466, 1.6 GHz i5, 128 GB flash storage, 8GB RAM). These devices have been used by staff in the Northfield Public Schools since the 2017-18 school year.

Guidelines and Bid Requirements:

- All bids must include a purchase quote for the entire lot of devices listed above.
- Exact number of devices to be sold will be verified upon transfer of devices from Northfield Public Schools and may differ slightly from the numbers above based on evaluation of the devices prior to purchase.
- All bids must include a per unit purchase price, including any applicable schedule of deductions based on the condition of the equipment with clear detail of condition grading.
- All bids must contain clear explanation of packaging and shipping services provided by the organization and any associated costs to the District.
- All bids must contain clear instructions and explanation of the District's responsibility in preparing devices for sale, including requirements for cases, chargers, and any other peripherals.

Process for Bid Submission:

- Any questions regarding this bid request shall be directed to Kim Briske, Director of Technology Services, via email at kbriske@northfieldschools.org.
- Questions must be received by August 11, 2021 prior to 3:00 p.m. CST. All questions will receive responses by August 13, 2021 prior to 3:00 p.m. CST.
- Bids must be received at the address below on or before August 18, 2021 by 3:00 p.m. CST. Any bids received after this time will be rejected. No bids will be accepted via email or other electronic means. The submitting company assumes the risk of any delay in mail or in the handling of mail.
- All bids must be sealed and will be opened following the closing of the deadline for receiving bids.
- The sale of District-owned laptops will be awarded to the highest bidder, based on total anticipated payment to the District, less any fees to the District and/or reductions in purchase price identified in the bid. The District will consider guaranteed minimum payments and anticipated reductions based on condition of devices in awarding this bid.
- The bid will be awarded on September 13, 2021 pending Board of Education approval. All submitting organizations will be notified by August 20, 2021 via email whether their bid will be recommended to the Board of Education.

Contact Person and Questions

Any inquiries and all bid submissions must be directed to Kim Briske and must be clearly marked "Bid for District MacBook Purchase".

Kim Briske, Director of Technology
Bid for District MacBook Purchase
Northfield Public Schools
201 Orchard St. S.
Northfield, MN 55057