

**REQUEST FOR BIDS**  
**Purchase of District iPads**  
**November 21, 2023**

In accordance with Board Policy 802, Northfield Public Schools ISD #659 is seeking proposals from organizations to purchase district-owned iPads. The district intends to sell approximately 3,800 6<sup>th</sup> generation iPads (32GB model), power bricks not included. These iPads have been used by district staff and students since the 2019-20 school year. They were stored in STM Dux cases. All devices have been thoroughly cleaned, asset tags removed, reset to factory defaults and assessed for damage. The district estimates 3,700 in fair/good condition, 60 that require repair and 40 in poor condition.

**Guidelines and Bid Requirements:**

- All bids must submit the district's bid proposal form 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.
- All bids must provide all labor, packaging and shipping materials, make all shipping arrangements and pay all shipping costs. Guaranteed minimum payment is required prior to equipment removal. All equipment must be removed from school district property by January 31, 2024.
- All bids must contain clear instructions and explanation of the District's responsibility in preparing devices for sale.

**Process for Bid Submission:**

- Any questions regarding this bid request shall be directed to Nate Knutson, Director of Technology Services, via email at [nknutson@northfieldschools.org](mailto:nknutson@northfieldschools.org).
- The lot of devices will be available for inspection on Friday, December 1, 2023 from 10:00 a.m – 12:00 p.m. CST at the Northfield Public Schools District Office located at 201 Orchard Street S, Northfield, MN 55057.
- Questions must be received by Thursday, December 7, 2023 prior to 3:00 p.m. CST. All questions will receive responses by Friday, December 8, 2023 prior to 12:00 p.m. CST.
- Bids must be received at the address below on or before Friday, December 8, 2023, 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 immediately following the deadline.
- The sale of District-owned iPads will be awarded to the highest bidder, based on the minimum guaranteed payment to the District, less any fees to the District and/or reductions in purchase price identified in the bid.
- The bid will be awarded on December 11, 2023 pending Board of Education approval. All submitting organizations will be notified by December 11, 2023 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 Nate Knutson, Director of Technology Services and must be clearly marked "Bid for District iPad Purchase".

Nate Knutson, Director of Technology ([nknutson@northfieldschools.org](mailto:nknutson@northfieldschools.org))  
Bid for District iPad Purchase  
Northfield Public Schools  
201 Orchard Street South  
Northfield, MN 55057

## BID PROPOSAL FORM

We propose to purchase the items as listed in this BID PROPOSAL FORM according to the specifications in the request for bid.

Quantity	Description	Unit Price	Guaranteed Minimum
3,800	6 <sup>th</sup> generation iPads without charging bricks	\$	\$
Device Preparation Expectations:			

Company Name:	
Address:	
Telephone:	
Email:	

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_