

REQUEST FOR BIDS
Purchase of District iPads
May 29, 2019

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 2,700 iPad Air 1s (Apple Model A1474) and 1,400 iPad Mini 2s (Apple Model A1489). These iPads have been used by district staff and students since the 2015-16 school year. They have been stored and are currently cased in STM Dux cases.

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.
- 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 and chargers.

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 June 12, 2019 prior to 3:00 p.m. CST. All questions will receive responses by June 14, 2019 prior to 3:00 p.m. CST.
- Bids must be received at the address below on or before June 19, 2019, by 3:00 p.m. 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 iPads 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 bid will be awarded on July 8, 2019 pending Board of Education approval. All submitting organizations will be notified by June 21, 2019 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 iPad Purchase".

Kim Briske, Director of Technology
Bid for District iPad Purchase
Northfield Public Schools
1400 Division St. S.
Northfield, MN 55057

kbriske@northfieldschools.org