

**Independent School District 196  
Rosemount, Minnesota 55068-4199**

**CALL FOR BIDS**

**iPad Sale**

Notice is hereby given that sealed bids will be received for the purchase of iPads by Independent School District 196 at the District Office located at 3455 153<sup>rd</sup> Street West, Rosemount, MN 55068 until 10:00 am Central Standard Time (CST) on December 18<sup>th</sup>, 2019, at which time and place, bids will be publicly opened and read aloud.

Complete instructions on how to obtain Bidding Documents can be found under Legal Notices at:  
<https://www.district196.org/services/finance-and-operations>

A 120 day Bid Bond, Certified Check or Cashiers Check in the amount of 5% of the total bid price, made payable to Independent School District 196, must be submitted with the bid.

Sachin Isaacs, Board Clerk  
Independent School District 196



One District. Infinite Possibilities.

Rosemount-Apple Valley-Eagan Public Schools • DISTRICT196.ORG

**Independent School District 196  
Rosemount, MN 55068-4199**

**INSTRUCTIONS TO BIDDERS**

1. **Notice for bids** - Sealed bids will be received for the purchase of iPads from Independent School District 196.
2. **Obligation of Bidder to Examine Instructions and Specifications** - Before submitting a bid, each bidder is required to examine all bidding requirements and specifications. Submission of a bid shall be proof that such examinations have been made and that bidder has recorded his or her own investigation and has become thoroughly familiar with the requirements.
3. **Interpretations** - Interpretations, clarifications, modifications and supplemental instructions in the form of written addenda will be provided to all bidders on record. To receive written addenda, you must record your intent to bid by emailing Ed Heier, Coordinator of Technology @ [Edward.heier@district196.org](mailto:Edward.heier@district196.org). District 196 will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the bidder.
4. **Inquiries Regarding Bid** - All inquiries concerning the bid shall be directed to Ed Heier @ [Edward.heier@district196.org](mailto:Edward.heier@district196.org).
5. **Important Dates**
  - ASAP
    - Register your intent to bid (See Sections 3 and 4 above, Interpretations and Inquiries Regarding Bid)
  - November 18, 2019 – December 11, 2019
    - iPad sampling/inspection timeframe (See page 7)
  - December 11, 2019 by 4:00 pm Central Standard Time (CST)
    - Due date for questions and clarifications (See Sections 3 and 4 above, Interpretations and Inquiries Regarding Bid)
  - December 13, 2019 by 4:00 pm (CST)
    - Answers to inquiries/clarifications disseminated to registered bidders
  - December 18, 2019 10:00 am (CST)
    - Bid opening (See Section 9 Receiving and Opening of Bids)
  - January 14, 2020 - Award
6. **Specifications**
  - Attachment A
    - General Conditions
    - Detailed Specifications
    - Inventory Details and Specifications

7. **Preparation of Bid** - Submit bids to Independent School District 196 in accordance with the following requirements:
- Bidders must bid all quantities per item;
    - District will not accept bids for less than the full quantity of inventory listed on Attachment A
    - District will not accept consignment offers
  - Bid must be submitted in *duplicate* on the included form which is furnished with the specifications, with full name and address of bidder;
  - All blank spaces on the bid form must be completely filled in with ink or typewriter, without interlineation, alteration or erasure, and
  - Bid must be signed in longhand, executed by a principal duly authorized to enter into an agreement.
  - District will only accept single company submissions and will not accept multiple partner bids.
8. **Bid Security** - A 120-DAY BID BOND IN THE AMOUNT OF 5% OF THE TOTAL AMOUNT, SHALL ACCOMPANY BIDS OF \$100,000.00 OR MORE. This bond will secure your bid until delivery of product to you. This bid response is your offer to Purchase and perform the subject matter under the specification and conditions set forth in this Request for Bid. If this bid is determined to be the highest responsible bid meeting specifications, you will provide an applicable Certificate of Insurance as stated in the specifications, terms and conditions, then a letter of intent will be sent to you upon School Board approval. This bid response, and our acceptance will constitute the contract between us.
9. **Receiving and Opening Bids**
- Bids must be sealed in an envelope with the **name and address of the bidder** and the words **ISD196 IPAD SALE** on the outside of the envelope. (*Faxed bids will not be accepted.*)
  - Bids will be received as stated in the Call for Bids and will be opened immediately after the bid closing hour of 10:00 am (CST), December 18, 2019.
  - Submit bids on or before the time and date specified to: Independent School District 196, District Office, 3455 West 153<sup>rd</sup> Street, Rosemount, Minnesota 55068-4199, Sarah Bent
  - Bids received after the stated time will not be opened or considered.
  - Bids will be tabulated and then awarded at a regular school board meeting.
10. **Withdrawal of Bids** - A bidder may withdraw bid at any time prior to the date set for receiving bids, or authorized postponements thereof. Thereafter, bids may be withdrawn only after 120 days have elapsed after bid date, provided District 196 has not acted thereon. Bids may be withdrawn only by written request.
11. **Qualification of Bidders** - District 196 may make such investigations as deemed necessary to determine the ability and responsibility of the bidder and any bidder shall furnish District 196 all such information and data for this purpose, as the district may request. District 196 reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the district that such bidder is properly qualified to perform under the terms of the specifications. The competence and responsibility of the bidder will be considered in making an award.
12. **District Rights** - District 196 reserves the right to: 1) delete from, or add to, quantities listed; 2) reject all bids and 3) waive minor irregularities or discrepancies as defined by the district in the bidding procedure.
13. **Method of Award** - The award will be determined by the highest price on the “lump sum bid total” and based on the estimated inventory and the specifications herein. (Please note that if you do not provide us with an ST3 Sales Tax exemption form, that you will also be responsible for paying Minnesota State Sales Tax which would be over and above your bid amount.)

**Independent School District 196  
Rosemount, Minnesota 55068-4199**

**OFFICIAL BID FORM**

**PLEASE PRINT OR TYPE**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Person Submitting Bid:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Bidder acknowledges receipt of :**

- A. Instructions to Bidders, and
- B. Official Bid Form, and
- C. Attachment A
  - 1. General Conditions
  - 2. Detailed Specifications

**Check one:** \_\_\_\_\_ A 120 day Bid Bond representing five percent of the total bid is enclosed.

\_\_\_\_\_ A certified check or cashier's check representing five percent of the total bid, in the amount of \$\_\_\_\_\_ is enclosed.

Three (3) references must be included with official bid response.

<b>iPad Model</b>	<b>Quantity</b>	<b>Average Cost per Device</b>	<b>Total Cost per Device (Qty X Avg Cost per Device)</b>
Mini 3	749		
iPad mini 3 16GB & 64GB	1070		
iPad mini 2 16 GB	6100		
iPad mini 1	40		
4 <sup>th</sup> Gen iPad	3		
<b>Total Lump Sum Bid</b>			<b>\$</b>

Bidder agrees to abide by all conditions of this bid and certifies that the person submitting this bid is authorized to enter into an agreement.

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

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

## Attachment A

### General Conditions and Specifications

#### GENERAL CONDITIONS

##### Deviations from General Conditions will not be accepted.

To be considered, bids must include the following provisions:

- The purchasing company will purchase all equipment at one guaranteed price based on sampling. (See iPad Inventory and Specifications below)
  - District will not accept bids for less than the full quantity of inventory listed on Attachment A
  - District will not accept consignment offers
- Payment is received by District 196 as one check on or before January 31, 2020.
- The purchasing company will supply all packing labor, packing materials and pay for all shipping costs necessary to remove the equipment off of District 196 premises.
  - Loading dock is available and accessible by Semi Tractor/Trailer
  - Packaging takes place Central Receiving, 4187 Braddock Trail, Eagan, MN between the hours of 7:00 am and 3:30 pm (CST), Monday – Friday, excluding holidays.
  - Packaging time frame is February 10, 2020 until shipping date of February 28, 2020. Packaging by appointment only.
  - Shipment must commence no later than February 28, 2020.
- In the case of computing devices that will be considered by the winning respondent as “parts only” or “to be recycled,” the RFB response must outline data destruction guarantee for all systems conforming to DoD 5200.28-M standard or NIST Standard.
- Provide three (3) references from districts of similar size and project of similar scope
- You must provide, upon acceptance of bid, a Certificate of Insurance, which includes coverage in case of data breach

#### DETAILED SPECIFICATIONS

##### Deviations from the Detailed Specifications will not be accepted.

**Preparation Instructions** - Bids must be signed by an individual who is authorized to make representations and commitments on behalf of the company. Facsimiles or photocopies of your bid and/or bond are not acceptable; signatures must be original. Bids must be typewritten or written legibly in ink; penciled offers are not acceptable. Interlineations, alterations and erasures must be initialed by the signer of the bid. Do not include sales taxes or Federal excise taxes in your response. School districts are exempt from these taxes on their purchases. This exemption does not include such taxes on your purchases. If any other information is requested in the specifications, it should be submitted with this form. All bids must be in a sealed envelope showing the **name and address of the bidder** and the words **ISD196 IPAD SALE**. Bids must be delivered to District 196 prior to the date and hour shown in the Instructions To Bidders if they are to be considered.

**Award Requirements** - Responses must remain open and subject to acceptance until an award is finalized, or a minimum of 90 days following the date of the bid opening. Award will be made to the highest responsible bidder in accordance with the specifications, terms & conditions. District 196 reserves the right to reject any or all bids or portions thereof, at their sole discretion at any time.

**Warranty** - The Property is sold "AS IS, WHERE IS, WITH ALL FAULTS" and without representation or warranty. The District, as Seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a purpose, or compliance to safety regulations of the equipment being sold. Descriptions of items are believed to be correct. However, neither those descriptions, nor any oral statements made concerning any item, shall be considered as a warranty, expressed or implied. The District neither assumes nor authorizes other person to assume for it, any liability in connection with the sale of these goods. There shall be no refunds or adjustments on the successful Bidder's price.

**Liability after Award:** The purchaser shall assume all liability for the property after the award is made. The District will exercise its normal care for protection up to the time of removal, but will not be responsible for any loss or damage whatsoever. No property may be removed by the purchaser prior to making full payment.

Bidders that fail to claim, pay for, and remove items from the District's premises as stipulated shall forfeit their rights to the items.

**iPad Inventory and Specifications**

<b>iPad Model</b>	<b>Quantity*</b>
iPad mini 3 16GB & 64GB	1070
iPad mini 2 16 GB	6100
iPad mini 1	40
4 <sup>th</sup> Gen iPad	3
Power Cords	TBD
Power Bricks	TBD

\*The final numbers will be communicated December 2, 2019 and distributed to registered bidders by 4:00pm

**iPad description/details**

- Laser Etching – less than 300 iPads are laser etched. Final numbers will be communicated December 1, 2019
- Passcodes are removed and devices are unlocked
- Devices have asset tags
- iCloud activation lock is removed
- Devices are in STM Dux cases

**Condition Sampling Participation**

Vendors have the option to inspect iPads. iPads will be available for inspection from November 18<sup>th</sup>, 2019 through December 11, 2019 at ISD196 Central Receiving, 4187 Braddock Trail, Eagan, MN 55123

**Conditions for participation in sampling:**

- Inspection Hours
  - 7:00 am – 3:30 pm (CST) Monday – Friday (School holidays excluded)
- Inspection Appointments
  - Inspection by appointment only. Contact Carol Hauschild, Coordinator of Purchasing and Project Management at 651-683-6952 to make an appointment.
- Inspection Location
  - 4187 Braddock Trail, Eagan, MN 55123
- Inspection Process
  - iPads are in cases. If case is removed during the inspection process, it must be placed back on the iPad after inspection. All iPads are being stored in plastic bins. All iPads must be placed back in their original bin after inspection