

PUTNAM CITY SCHOOLS

Information Technology Services

5401 NW 40th

Oklahoma City, OK 73122

Notice of Public Sale

Generation: Macbook Laptop

Apple Model: A1278

Generation: iMac

Apple Model: A1418

Date of release

January 12, 2021

Due Date

January 22, 2021

1.0 PURPOSE

1.1 Putnam City Schools is requesting bids for surplus Apple products.

In using this method for solicitation, we are seeking the best value for our inventory. To be entitled for consideration, “sealed” proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected vendor to adhere to all guidelines set forth herein. Putnam City Schools, at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Putnam City Schools.

2.0 SCOPE OF SALE

2.1 Putnam City Schools is selling approximately 400 Apple Macbooks with model number A1278 purchased in the following years: (30)- 2010 Macbooks, (99)- 2011 Macbooks, (272) 2012 Macbooks, and;
approximately 100 Apple iMacs with model number A1418 purchased in the following years: (1) Early 2013 iMac and (98) mid-2014 iMacs.

2.2 All devices were purchased new directly from Apple.

2.3 Devices contain an adhesive safety asset tag.

2.4 Chargers will be included for some laptops and power cords, keyboards and mice for some iMacs.

2.5 Putnam City Schools will require a certificate of data destruction using *DoD 5220.22-M* standard method upon agreement with winning bidder.

3.0 SALE AND PURCHASE PROCESS

3.1 Potential bidders may schedule an inspection to review a sample of the products upon request.

3.2 Bidders must accept all devices regardless of condition or actual model. Device count has been estimated by the district on inventory numbers. Actual number of devices received may vary slightly (+ or -). Final number of devices will be signed off by both parties at time of pickup.

3.3 Bid will be for **all** devices. Individual or smaller quantities offers will not be entertained.

3.4 Winning bidder is expected to arrive on site, package, and transport devices. In the event devices found to have been damaged in transit, the district will receive an A rating on those devices.

3.5 All device serial numbers will be on a report provided to the district showing what they have been graded and value awarded. District may randomly photograph and evaluate devices to compare and verify condition as presented.

3.6 Any shipping and transportation costs must be included in pricing. Any packaging materials, if required, must be provided as part of the bid.

4.0 PROPOSALS

4.1 Bidders may provide pricing based upon a grading rubric with a scale of A, B, C, D. Define and outline description of each grade in proposal, OR

4.2 Bidders may also submit a “take all” pricing for the entire lot without evaluation.

4.3 Once a bid has been submitted, it may not be withdrawn without mutual consent.

5.0 PROCESS

5.1 Bidders must submit bid to Teresa Long prior to January 22. Bids should be submitted via email to tlong@putnamcityschools.org. Confirmation of email will be sent upon opening.

5.2 Bidders may contact Teresa Long at tlong@putnamcityschools.org to schedule an inspection prior to submission of bid.

5.3 Bidders submitting with product grading rubrics must submit the rubric definitions used at time of bid submission.

5.4 Winning bidder will be notified within 24 hours of opening.

5.5 Winning bidder will coordinate pickup of devices with Teresa Long and take delivery within three weeks of award date.

5.6 Winning bidder may take possession of and evaluate all devices, creating an inventory and assigning a grade to each. They will present the findings to the district. Upon mutually agreed upon findings, the district will be issued payment in the form of a check.

Contacts for this project:

Teresa Long, Inventory Management
Office phone: (405) 495-5200 ext. 1268
Email: tlong@putnamcityschools.org