

PUTNAM CITY SCHOOLS

Information Technology Services

5401 NW 40th

Oklahoma City, OK 73122

Notice of Public Sale

HP Desktops

Model: Various Models

HP Monitors

Model: 17”

Date of release

March 3, 2021

Due Date

April 3, 2021

1.0 PURPOSE

1.1 Putnam City Schools is requesting bids for surplus HP desktop and monitors.

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 264 HP Desktops

- (2) HP DC 7900 – Intel Core Duo 3.16 GHz, 2GB RAM
- (50) HP 8000 Elite – Intel Core Duo 3.06 GHz, 4GB RAM
- (120) HP 8200 Elite – Intel i5 2.5 GHz, 4GB RAM
- (83) HP 8300 Elite – Intel i5 2.5 GHz, 4GB RAM
- (1) HP 6300FF– Intel i5 2.5 GHz, 4GB RAM
- (7) HP ProDesk 600 Gen 1– Intel i5 3.2 GHz, 4GB RAM

2.2 Putnam City Schools is selling approximately 200 HP 17” monitors

2.3 All devices were purchased new directly from HP.

2.4 Devices contain an adhesive safety asset tag.

2.5 Some keyboards and mice included.

2.6 Putnam City Schools will require a certificate of data destruction on computers 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 purchaser will assume full responsibility.

3.5 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 must submit a “take all” pricing for the entire lot.

4.2 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 April 3, 2021. 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 District will award the sale to the highest, best bidder.

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 The district will be issued payment in the form of a check made out to Putnam City School District.

Contacts for this project:

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