

# **PUTNAM CITY SCHOOLS**

**Information Technology Services**

**5401 NW 40th**

**Oklahoma City, OK 73122**

## **Notice of Public Sale**

**Generation: iPad Air 2**

**64Gb**

**Apple Model: A1566**

**Generation: iPad 5**

**32Gb**

**(damaged/cracked screens)**

**Apple Model: A1822**

Date of release

**June 29, 2021**

Due Date

**July 25, 2021**

**12:00 p.m.**

## **1.0 PURPOSE**

1.1 Putnam City Schools is requesting bids for surplus iPads.

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 2703 iPad Air 2 wi-fi 64GB and 820 screen damaged iPad Model 5’s. All iPad 5’s are wi-fi 32GB or greater.

2.2 All devices were purchased new directly from Apple. Devices will be wiped prior to sale and any device lock will be reset to factory settings ahead of sale.

2.3 Devices contain an adhesive safety asset tag.

## **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 All devices will be erased and restored to factory settings. District may not release devices in DEP until full or partial payment has been received by the district.

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

3.5 Winning bidder is expected to arrive on site, package, and transport devices. Vendor is responsible for any devices found to have been damaged in transit.

3.6 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 iPads to compare and verify condition as presented.

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

3.8 Cases are included on most iPads.

## **4.0 PROPOSALS**

4.1 Bidders must provide a “take all price”. No partial or individual pricing accepted.

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 July 20th at 12:00pm. Bids should be submitted via email to [tlong@putnamcityschools.org](mailto:tlong@putnamcityschools.org). Confirmation of email will be sent upon opening.

5.2 Bidders may contact Teresa Long at [tlong@putnamcityschools.org](mailto:tlong@putnamcityschools.org) to schedule an inspection prior to submission of bid.

5.3 Winning bidder will be notified within 1 week.

5.4 Winning bidder will need to pick up all devices within 4 weeks after winning bid has been completed.

5.5 Winning bidder may take possession of and evaluate all iPads, creating an inventory of each. They will present the findings to the district. Upon accepting the findings, the district will receive payment and release the devices in DEP.

## **6.0 TIMELINE**

6.1 All devices will be available for pick up on or before July 25, 2021. Earlier pick up of partial shipment may be possible.

Contacts for this project:

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