



 Administrative Services Center
1099 Milwaukee St, Kirkwood, MO 63122
 314-213-6100
 kirkwoodschoools.org

REQUEST FOR PROPOSAL

Title: Sale of Surplus MacBooks
Issue Date: February 24th, 2026
Contact Person: Kevin Richmiller
E-mail: kevin.richmiller@kirkwoodschoools.org

RETURN PROPOSAL NO LATER THAN: Wednesday, March 11th, 2026, at 10:00 a.m. CDT

RETURN PROPOSAL IN A SEALED ENVELOPE TO:

Kirkwood School District
PROPOSAL: APPLE DEVICE SURPLUS SALE
ATTN: Kevin Richmiller
106 N Sappington Road
Kirkwood, MO 63122

*Electronic submissions will not be accepted

The Kirkwood School District (District) will accept proposals for the purchase of Apple Devices as described in this RFP. Qualified organizations (Vendor) are invited to submit **one (1) unbound original marked “Original”** and **one (1) flash drive** containing the Vendor’s entire response in PDF format. Each original and copy must be marked with all appropriate tabs.

Key Dates

<u>Event</u>	<u>Date</u>
RFP Published	February 24th, 2026
Deadline for Questions	March 6th, 2026
Proposal Due	March 11th, 2026, by 10:00 a.m. CDT
Tentative Board Approval	March 30th, 2026

All questions and answers will be posted on the Request for Proposals website at www.kirkwoodschoools.org/rfp

Additional information about the District can be found at www.kirkwoodschoools.org

CERTIFICATION FORM

Designate one individual as the Vendors's representative to the District during the term of the contract. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Vendor hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Vendor to provide the services required by the District for the specified period. By signing this Vendor Identification Form, the Vendor certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Vendor and the District or any of its employees, agents or Board of Education members.

Company Name

Print Name

Street/City/State/Zip

Signature

Telephone #

Date

Tax ID#

E-Mail

Entity Type

Years in Operation

- 1) The undersigned hereby acknowledges that the Vendor has read and agrees to the terms and conditions outlined in the RFP, and that the terms and conditions outlined in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals.**

Vendor Officer's Name

Signature Date

The Kirkwood School District will accept proposals for the purchase of Apple Devices as described in this RFP. Proposals shall be made for the entirety of all lots based on the estimated quantities listed:

- Lot 1: Approximately 385 Apple MacBook Air (2020) devices featuring Apple M1 (I-core) processor, 8GB unified memory, and 128GB SSD Storage
- Lot 2: Approximately 760 Apple MacBook Air (2020) devices featuring Apple M1 (8-core) processor, 8GB unified memory, and 256GB SSD storage

Proposal Requirements:

All Proposals must include:

1. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding Vendors for any expenses incurred in preparing proposals in response to this request.
2. Per device pricing (by type and condition).
3. Bidders must provide the pricing structure for each grading level as part of the bid since grading will be used to establish the final overall payment above the minimum guarantee. In addition, the successful bidder agrees to provide documentation showing the grade for each device as well as justification for the grade.
4. The District requires photos for all devices graded as an F.
5. The District reserves the right to audit a random sample of graded devices.
6. District will **not** entertain pricing amounts with deduction clauses for missing cables.
7. Maximum price per device and minimum price per device, regardless of grade, accessories, etc.
8. Sample reconciliation report and vendor reconciliation rate.
9. The vendor's device grading scale, with explanations of each grade, the deductions applied, and example pictures showing what devices look like for each grade.
10. Final inspection and payment timeline.
11. A step-by-step overview of the sale process from contract acceptance through payment, including inventory, inspection, packing, and chain of custody
12. The vendor must securely erase all devices in accordance with recognized industry standards for electronic data destruction. The vendor shall provide written assurance within their proposal confirming that all devices will be properly wiped and must include documentation of applicable data erasure certifications held by the vendor.
13. Documentation of Certificate of Liability Insurance.
14. Handling of devices in protective cases (any value adjustment).
15. Each Vendor must submit a minimum of five (5) references (K12-Districts preferred)
16. Proof of capability for on-site packaging and pickup.
17. Vendor assumes full responsibility for devices upon physical pickup, including loss, damage, or theft.
18. All pricing must be firm, fixed, and all-inclusive. The District will not accept any additional fees, charges, or deductions after proposal submission.
19. **Payment:** 50% of the total awarded amount will be due at or before the agreed upon pickup date of the devices. The total remaining balance will be due 25 calendar days following the actual pickup date of the devices.
20. The District reserves the right to withdraw the award or terminate the contract with the successful Company on 30 days' written notice if, in the District's opinion, the Company is unable or unwilling to enter into an Agreement satisfactory to the District or fails to meet the terms and conditions of the RFP. The District may do so without liability, and the Company shall remain responsible for all obligations under the contract up to the date of termination. The District also reserves the right to pursue legal action for any damages resulting from the Company's breach of the contract.

Failure to provide all the information requested could disqualify your response.

Terms of Sale:

- Devices are sold "**As Is**"; all sales are final.
- Equipment may show signs of wear or minor defects.
- Pickup location lacks freight docks and forklifts – **ground-level loading required**.
- Vendor is responsible for **all labor, packaging, and shipping arrangements**.

Vendor Requirements:

- Pricing must remain the same and binding for both pickup phases. No changes, renegotiations, or reviews will be allowed between Phase 1 and Phase 2 for any reason, including market shifts, quantity changes, or timing.
 - Phase 1: June 2026 (majority of inventory).
 - Phase 2: August 2026 (remaining inventory).
- **No subcontractors**; only vendor employees allowed on site.
- Serialized inventory audit and report in Excel/CSV format.
- Professional packaging and shipping.
- Reconciliation report with inspection notes and final values.

Proposal Delivery Requirements:

The Kirkwood School District (District) will accept proposals for the purchase of Apple Devices as described in this RFP. Qualified organizations (Vendor) are invited to submit **one (1) unbound original marked "Original"** and **one (1) flash drive** containing the Vendor's entire response in PDF format. Each original and copy must be marked with all appropriate tabs. Proposals should include all charges associated with on-site pickup and shipping of the product. Please be aware that the pickup location does not have access to freight docks or forklifts – pickup **MUST** include the ability to load product at ground level. The winning bidder will be required to provide all labor, packaging, and shipping materials, make all shipping arrangements, and pay all shipping costs. All equipment must be removed from Kirkwood School District property on the agreed-upon date(s).

Withdrawal of Proposal:

Requests to withdraw a proposal after it has been submitted must be made in writing and received by the Kirkwood School District before the scheduled proposal opening time. No proposal may be withdrawn after the scheduled opening time.

Alterations to RFP:

Specifications and Requirements: No changes or alterations of any kind to the RFP specifications and requirements are permitted without prior written approval from the Kirkwood School District.

Evaluation

In evaluating any aspect of a proposal, the District may consider previous dealings with each vendor, references from the vendor's customers, inspections of other services provided by the vendor, and any other information the District obtains regarding the vendor or that the District deems relevant.

1. Responses from vendors will be evaluated based on criteria that include the following:
 - a. Overall benefit to the District, whether direct or indirect.
 - b. Delivery and/or lead-time required for receipt of payment.
 - c. The District's opinion regarding the degree of responsibility of the vendor.
2. The timeliness, nature, and number of any exceptions taken by the vendor to the bid will be considered by the District in evaluating a response. Any one of these criteria alone, or in combination, may provide a basis for not accepting the vendor's response.
3. A responsible vendor, as determined by the District, has the necessary skill, experience, integrity, and resources. Evaluation may include past performance, references, and other relevant information.
4. The Kirkwood School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the District.

Felony Convection Notification

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement”.

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees, and the vendor agrees to share this information with the District upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____

Authorized Company Official's Name: (Printed): _____

Signature of Company Official: _____

Date: _____

References and Experience

Each Vendor must submit a minimum of five (5) references (K12-Districts preferred). Each reference must have used services similar to those requested in this RFP within the last five years. No reference may be an affiliate of the Vendor or the Vendor's officers, directors, shareholders, or partners.

1. Vendor Name: _____
Business Address: _____
Reference Name: _____
Reference Title: _____
Email Address: _____
Phone Number: _____
Contract Length: _____ Contract Value: _____

2. Vendor Name: _____
Business Address: _____
Reference Name: _____
Reference Title: _____
Email Address: _____
Phone Number: _____
Contract Length: _____ Contract Value: _____

3. Vendor Name: _____
Business Address: _____
Reference Name: _____
Reference Title: _____
Email Address: _____
Phone Number: _____
Contract Length: _____ Contract Value: _____

4. Vendor Name: _____
Business Address: _____
Reference Name: _____
Reference Title: _____
Email Address: _____
Phone Number: _____
Contract Length: _____ Contract Value: _____

5. Vendor Name: _____
Business Address: _____
Reference Name: _____
Reference Title: _____
Email Address: _____
Phone Number: _____
Contract Length: _____ Contract Value: _____

Cost Proposal

Proposals should explain the services that will be provided and how they will be delivered. Proposals must include a detailed itemized budget with the required information, including:

1. Description and explanation of the proposed services.
2. Proposed value/deduction by line item for the services and purchase, including any expenses to be incurred by the District, optional costs, or miscellaneous costs.

The Vendor, by signing below, acknowledges familiarity with the terms, conditions, and requirements of said RFP. The Vendor further agrees and understands that the District has the right to reject any and all bids.

Signature

Print Name

Firm Name

Mailing Address

Email Address

Telephone (including area code)

Questions and Answers:

1. **Will the devices have any asset management software (deprovisioned, Mosyle, Apple School Manager, etc.)?**
 - The devices are currently managed with Apple School Manager and Mosyle. The devices will be released from Apple School Manager and deprovisioned before sale.
2. **Will they have any iCloud or any locks on them?**
 - No, the devices will have been removed from Apple School Manager and will not have an iCloud or Activation Lock.
3. **Will any of these items have any asset tags, tamperproof tags, metallic tags, or stickers of any kind on them?**
 - Devices will have asset tags on the bottom case, printed on standard Avery-style paper labels with an adhesive backing. There are no tamperproof or metallic tags. A small segment of devices may have decorative stickers, so please include applicable deductions in your bid.
4. **Will R2 Certification need to be submitted with the bid?**
 - To ensure responsible recycling and disposal of electronic waste as well as District-owned data, the vendor must provide a copy of a current R2 certification issued by SERI or an equivalent certificate and governing body. Equipment must be disposed of by the industry standards required to obtain such certification, and a serialized certificate of destruction must be provided upon request to the District.
5. **Can the photos for the grading devices (A-F) be added to a flash drive with the PDF quote?**
 - Yes, you may include the examples of graded devices as high-resolution photos (JPEG format) stored on the USB flash drive, with clear titles and/or filenames corresponding with each grade.