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****Revised October 7, 2026****

September 29, 2026

RE: Request for Quotation (RFQ) to Purchase Surplus Technology Equipment

Dear Sir or Madam,

Hamilton Southeastern School Corporation (HSE, the District) desires to sell surplus technology equipment to interested vendors.

I cordially invite you to respond to HSE's attached request for quotation (RFQ) to purchase surplus technology equipment from the District. Please feel free to contact me with questions.

Sincerely,

A handwritten signature in blue ink that reads 'Tom Kouns'.

Tom Kouns
Director of Infrastructure Technologies
Hamilton Southeastern School Corporation
tkouns@hse.k12.in.us
office - 317.570.3359

1.0 PURPOSE AND BACKGROUND

1.1 Purpose of this Request for Proposals (RFQ)

Hamilton Southeastern Schools recently retired a large quantity of iMac computers primarily used by students in a computer lab setting. The purpose of this Request for Quotation (RFQ) is to solicit bids and sell the surplus equipment through a fair and competitive process. The District intends to acquire the best possible sale price for these devices and invites appropriately qualified and experienced vendors to submit a quote for purchasing all devices as described herein.

This document does not commit the District to sell the surplus equipment or to pay any costs incurred in the preparation of a response to this RFQ. Hamilton Southeastern School Corporation reserves the right to request clarification, conduct discussions with vendors and/or request additional information.

1.2 General Background

Hamilton Southeastern Schools is a large public school district serving over 20,000 students. The district consists of 13 Elementary Schools, 4 Intermediate Schools, 4 Junior High Schools and 2 High Schools. The district consists of Delaware, Fall Creek and Wayne Townships in Hamilton County, Indiana.

Hamilton Southeastern, as an innovative school community, provides an educational opportunity for each student to achieve maximum potential, to become a responsible citizen and to influence an ever-changing world community. Additional information about the district can be found at www.hseschools.org.

1.3 Request Timeline and Important Dates

The timeline for this RFQ is as follows:

Issue Date	September 30, 2026
Proposal Deadline	10/14/26 – By 4:00 PM EST
Recording of Proposers	10/15/26 – 3:00 PM EST

Vendors may submit questions concerning this RFQ to Tom Kouns, Director of Infrastructure Technologies, via email at tkouns@hse.k12.in.us. Additional information, if necessary, will be posted at www.hseschools.org.

Hamilton Southeastern School Corporation seeks to sell surplus Apple iMac computers. This section describes the equipment for sale.

2.0 EQUIPMENT DESCRIPTION

2.1 Equipment Specifications

- iMac (24-inch, M1, 2021) – **Quantity 155**
 - Chip
 - Apple M1 chip
 - 8-core CPU with 4 performance cores and 4 efficiency cores
 - 7-core GPU, 8-core GPU
 - 16-core Neural Engine
 - Storage / Memory
 - 256GB SSD
 - 16GB RAM
 - Display
 - 24-inch 4.5K Retina display
 - 4480-by-2520 resolution at 218 pixels per inch with support for 1 billion colors
 - 500 nits brightness
 - Wide color (P3)
 - True Tone technology
 - Actual diagonal screen size is 23.5 in
 - Connections and Expansion
 - Two USB 3 (USB-C) ports (up to 10Gb/s)
 - Two Thunderbolt / USB 4 ports (USB-C) with support for:
 - DisplayPort
 - Thunderbolt 3 (up to 40Gb/s)
 - USB 4 (up to 40Gb/s)
 - USB 3.1 Gen 2 (up to 10Gb/s)
 - Thunderbolt 2, HDMI, DVI, and VGA supported using adapters (sold separately)
 - 3.5 mm headphone jack
 - Gigabit Ethernet

- HSE does require verification that any device found to have personal information has had it properly removed.
- No devices have any engraving but will have a barcode sticker.
- All devices should be removed from Apple DEP as well as our MDM and restored to factory settings. HSE will assist if any devices are still found to have any enrollment.
- HSE will accommodate any request to visually inspect the devices. Contact Tom Kouns (tkouns@hse.k12.in.us) for scheduling.
- All iMacs are in working condition, however, are sold “as it.”
- Wireless keyboard and mouse are included. **Charging cable for keyboard and mouse not included.*

3.0 EVALUATION CRITERIA AND VENDOR SELECTION

3.1 Evaluation Criteria and Process

HSE will select a vendor and accept a quote which offers the best possible value. The most important criterion is price, but the District will also consider any value-added services that will streamline the sale process (e.g., white glove pickup, prepaid packaging/shipping, and inventory audit). Previous history working with the district and references will be considered as well. Evaluation scoring matrix provided below.

VENDOR				
	Possible Points	Date Proposal received:	Date Proposal received:	Date Proposal received: 1
1. Price of ELIGIBLE goods and services*	30			
2. Compliance with specification or RFP document	20			
3. The level of service/support/maintenance provided in the proposed service without additional cost	20			
4. Satisfactory previous business/working relationship with the provider	20			
5. References from other schools/libraries supporting satisfactory performance of the service from the vendor	10			
Total	100	0	0	0

3.2 Competitive Negotiation

Hamilton Southeastern School Corporation reserves the right to request clarification, conduct discussions with vendors, to request revisions, modify the desired scope, negotiate price changes and/or waive minor informalities. The District also retains the right to negotiate the final contract terms and conditions with one or more of the most responsive vendors as solely determined by the District. Finally, HSE may discard all vendor responses if none meet the stated minimum requirements or if none are deemed in the best interests of the District.

4.0 QUOTE CONTENT

4.1 General Directions

This RFQ contains all the information and forms necessary to complete and submit a formal quote. All responses and accompanying documentation submitted will become the property of Hamilton Southeastern School Corporation at the time responses are opened.

4.2 Required Response Content

Vendors must submit an electronic copy of the quote by the due date indicated in Section 1.3 of this RFP. To assist in the evaluation process, HSE requests all quotes include the information listed below. Quotes lacking one or more of the following items may be considered non-responsive and may be rejected.

- Price – Vendors must submit a calculated, single price for all of the surplus equipment. A graduated price schedule based on each device condition (Grade A, B, etc.) will not be accepted. HSE will accommodate requests to inspect the devices in advance of the proposal deadline, however, the proposed price must be determined when the bid is submitted. HSE will require a 10% down payment at the time the winning bid is awarded. The remaining balance must be collected before the devices are picked up.
- Primary Contact Information – Quote should include vendor key staff contact name, email address, and phone number.
- Device Pickup Information – Vendors' quotes should also include a thorough description of their plan to pack and pickup devices. All devices are currently in storage. Winning bidder is responsible for securely packaging the devices. Our district will not provide boxes or shipping materials and does not have the personnel to package the iMacs. Preferred dates for vendor to package and pickup devices is October 20-22, 2026. Pickup location will be shared with winning bidder closer to pickup date.

RFQ responses should be sent to Tom Kouns (tkouns@hse.k12.in.us). Please include "HSE iMac Surplus 2026" in the subject line. Confirmation of bid being received will be emailed. All vendors who submit a response will be sent a Teams meeting link the day of the recording of proposers.

