NOBLESVILLE SCHOOLS

Technology RFQ Information

October 26, 2026

Deadline for Submission: prior to 3:00 pm local time (EST) November 13, 2026
Recording of Proposers: 12:00 pm local time (EST) November 16, 2026
Office Location: Noblesville Schools Administration, 18025 River Rd. Noblesville, IN 46062

Request for Quotes to Purchase Surplus Technology Equipment

Noblesville Schools (NS, the District) desires to dispose of surplus technology equipment pursuant to Indiana Code 5-22-22-5.

I cordially invite you to respond to NS's attached request for bids to purchase surplus technology equipment from the District. Please feel free to contact Andrew Swickheimer (andrew_swickheimer@nobl.k12.in.us), Executive Director of Technology, with questions.

1.0 Purpose and Background

1.1 Purpose of this Request for Quotations (RFQ): Noblesville Schools recently retired a large quantity of Dell Towers used by students in lab setting. The District is soliciting sealed bids to sell the surplus equipment through a fair and competitive process.

1.2 Request Timeline and Important Dates

The timeline for this RFQ is as follows:

Issue Date Bids Due	10/26/2026 11/13/2026 by 3 p.m. EST

Proposal Response Deadline 11/13/2026 by 3:00 pm EST
Vendors shall submit bids according to the Instructions, Provisions and specifications stated in the solicitation documents. Questions should be addressed via email to the Noblesville Schools Executive Director of Technology, Andrew Swickheimer (andrew_swickheimer@nobl.k12.in.us) or Technology Department Secretary, jackie_chatterton@nobl.k12.in.us.

Surplus items from the Noblesville School District are available on the web site www.noblesvilleschools.org (Please refer to the link on the district technology page.) This website is the official source for all documents related to this solicitation. Noblesville Schools is not responsible for documents distributed through any other means.

2.0 Equipment Description

Noblesville Schools seeks to sell surplus student/staff computing devices and other tech devices, previously used in classrooms. This section describes the equipment for sale - all devices are in working condition unless noted below.

Dell Precision Tower 3620 Intel i5 6600 3.30 GHz Windows 10 Pro on OoBE screen Qty 55
500 GB SSD Drive 16 GB RAM NVIDIA Quadro P620 2 GB GPU
Power cords included 1TB WD Blue SATA Drive 7200 RPM - Not connected but provided in chassis on 53 of 55 machines Some ports may not work on GPU and on motherboard Cases have dents/scratches and need cleaned

NS will not make any efforts to repair the damaged devices and can be sold 'as is.' However NS will require a certificate for each damaged device verifying all personal information is removed once the device is purchased and repaired.

3.0 Evaluation Criteria and Vendor Selection

3.1 Evaluation Criteria and Process

NS will select the highest responsible bidder.

4.0 Quote Content

4.1 General Directions

This Bid Information document contains all the information and forms necessary to complete and submit a formal bid. At the time bids are opened, all bids and accompanying documentation submitted will become the property of Noblesville Schools.

4.2 Required Response Content

Vendors must submit one electronic copy of the quote by the due date indicated in Section 1.2 of this RFQ. To assist in the evaluation process, NS 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** - If vendor desires to purchase items in any category they must submit one master bid to cover all items (i.e. winning bid takes all). A graduated price schedule based on each device condition (Grade A, B, etc.) will not be accepted and we will not split up the lot of items in this RFQ. NS 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. NS will require a 10% down payment at the time the winning bid is awarded. The remaining balance will be collected at the time the devices are picked up. Devices will be available for pick up any weekday, from 9 am - 3 pm, on or after 11/17/2026.

● **Primary Contact Information** - Quote should include key vendor staff contact name, email address, and phone number.

● **Shipping and Delivery Information** - Vendors' quotes should also include a thorough description of the packing, shipping and delivery process.

4.3 Submission of Quotes
Submit electronic copies of quotes via email to: andrew_swickheimer@nobl.k12.in.us

Optional - Submit original version of quote to:
Attn: Andrew Swickheimer
Noblesville Schools
18025 River Rd.
Noblesville, IN 46062

4**.4 Frequently Asked Questions**

Are we able to come inspect the equipment prior to submitting a bid?
Yes, please contact jackie_chatterton@nobl.k12.in.us to arrange a time to visit our office and inspect the equipment.

Is any of the equipment engraved?
No

Do you require the winning bidder to pick-up the equipment?
Yes, local pickup only. We cannot pack, ship or help load the devices.

Is the equipment in one location?
Yes, all equipment is located at our District Storage Facility, located at 19090 Cumberland Road, Noblesville, IN 46060.

Do you have a loading dock?
Yes

Is there a pallet jack available?
Yes

Can the bid be emailed or does it have to be mailed in?

Email is fine, please email to andrew_swickheimer@nobl.k12.in.us

When will a final decision be made?
A final decision and notification on a winning bid will be made after 11/16/2026 at 3 pm EST.




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