BID NUMBER 311

PEARL PUBLIC SCHOOL DISTRICT
BID INSTRUCTIONS

3375 HIGHWAY 80 EAST
PEARL, MISSISSIPPI 39208
TELEPHONE
601-932-7921

INVITATION: Sealed and electronic bids, subject to the conditions herein stated and attached hereto, will be received at this office until **2:00 pm CST, December 8, 2026,** and then publicly opened, read aloud and taken under advisement for the sale of the items listed below:

DESCRIPTION
BID 311
SURPLUS COMPUTER EQUIPMENT - APPLE DEVICES

The Pearl Public School District Board of Trustees shall openly meet at the Central Office located at 3375 Highway 80 East, Pearl, Mississippi 39208, on December 14, 2026, at 5:30 pm CST, at which time bids for the sale of the aforementioned items shall be awarded to the highest and best bidder, provided, however, that the Pearl Public School District Board of Trustees shall have the right to reject any and/or all bids submitted and to waive any informalities.

Items required, specifications, and bid forms may be obtained via the following web address:
https://www.pearlk12.com/department/business-finance/ppsd-bids-rfps

You may also obtain the documents in person at the Central Office of the Pearl Public School District, located at 3375 Highway 80 East, Pearl, Mississippi 39208.

Electronic bids may be submitted through the website by contacting Cindy Grantham at cgrantham@pearlk12.com to receive a secure electronic folder. Electronic bids are not required by the PPSD but are offered as another means to submit a bid.

Security to Perform--All bids shall be accompanied by a cashier's check, certified check, bid bond, or irrevocable letter of credit in the amount of Five Percent (5%) of the total amount of the bid, as security to ensure performance in the event such bid is accepted as the highest and best bid. In the event that such bid is not selected as the highest and best bid, the District shall return such security to the Bidder. If a bid is selected as the highest and best bid and the Bidder fails to perform, such security shall be retained as liquidated damages. **If you are submitting your bid document online, you must mail your certified check to the address listed above, and it must be received prior to 2:00 pm CST, December 8, 2026.**

Inquiries regarding this bid can be directed to: Cindy Grantham, Pearl Public School District, Phone: 601-932-7921 Email address: cgrantham@pearlk12.com

VENDOR BID INSTRUCTIONS

B-1 - DELIVERY OF BIDS:

1. The Pearl Public School District Board of Trustees will receive electronic sealed, competitive bids in the office of Cindy Grantham, Central Office of the Pearl Public School District, 3375 Highway 80 East, Pearl, Mississippi 39208, as per the date and time specified on page 1, at which time the bids will be publicly opened, read aloud and taken under advisement.
2. No employee of the Pearl Public School District shall be entitled to submit a bid.

3. The Bid Proposal Form must be received on or before said date and time, neither the dating of the Bid Proposal Form nor placing it in the mail by this date will meet the requirements pertaining to this bid. Any bid received after the bid opening date shall be marked **"LATE BID"** and returned to the Bidder unopened.
4. The district will not be responsible for any delays in delivery. It is the sole responsibility of the Bidder that bid proposals reach the above destination by the bid opening date and time.
5. Bids or alterations by fax or telephone **WILL NOT** be accepted.
6. If the Pearl Public School District Central Office is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the district shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the district shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the district offices as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the district prior to the new date and time of the bid opening.

B-2 - BID ADDENDUM:

1. Any interpretation of the documents will be made by written addendum only issued by the office of Cindy Grantham and a copy of such addendum will be posted on https://www.pearlk12.com/department/business-finance/ppsd-bids-rfps. The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within forty-eight (48) working hours of the time established for the receipt of bids unless such addendum also amends the bid opening to a date not less than five (5) working days after the date of the addendum.

B-3 - PROPER EXECUTION

1. All bids must be submitted in accordance with Section 31-7-13 and Section 37-7-455 of Mississippi Code of 1972 as amended and must be properly executed and signed by the Bidder or a responsible officer or employee of the Bidder.
2. All bids submitted by hand or mailed must be typed or written (legibly) in ink. Any alterations or changes that are made must be done in ink and initialized by the person who signs the Bid Proposal form.
3. Bids should be checked before submission for accuracy and correctness since the Pearl Public School District Board of Trustees **WILL NOT** be responsible for any errors for which the Bidder is responsible.
4. The district reserves the right to reject bids from Bidders who submit poorly completed bids.
5. To prevent opening by unauthorized individuals for bids submitted by hand or mailed, it is required that the Bid Proposal form be delivered in an envelope clearly marked in the lower left-hand corner with the following information:

   DUE: December 8, 2026 2:00 pm CST
   BID NUMBER: 311- Apple Surplus
   BIDDERS NAME:

B-4 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

By signing the BID PROPOSAL FORM the Bidder certifies, in connection with procurement, to the best of their knowledge and belief:

A. That the prices in the BID PROPOSAL FORM have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Bidder.
B. That unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Bid Opening Date and Time specified on the NOTICE TO BIDDERS, directly or indirectly with any other Bidder.
C. That no attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

B-5 - BID WITHDRAWAL and MODIFICATION:

1. Bids submitted by hand or mailed may be modified or withdrawn by written notice from or in person by the Bidder, if received in the office of Cindy Grantham, two (2) working days prior to the above stated bid opening date and time. For bids submitted electronically, bids may be modified or withdrawn up until the closing date and time.
2. No withdrawals will be accepted by telephone or fax.
3. For bids submitted by hand or mailed, if a Bidder withdraws their bid, all documents shall remain in the possession of Pearl Public School District Board of Trustees, marked as withdrawn, and included in the permanent file of that bid item.
4. No bids shall be withdrawn for a period of thirty (30) days following the bid opening date.

B-6 - BID OPENING:

1. All bid openings are open to the public. The Pearl Public School District staff will read a summary of each bidder's bid and answer questions to the extent possible at the time. Any information provided in the bid which contains trade secrets, or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
2. All disclosures of bid information to interested parties will be made in compliance with Pearl Public School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

B-7 - RIGHT TO REJECT BIDS:

The Pearl Public School District Board of Trustees reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

B-8 - BID ACCEPTANCE:

1. If the Pearl Public School District accepts a bid in response to this request, it will accept the bid of and award the bid to the highest and best responsive bidder.
2. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty (30) days following the acceptance of the bid by Pearl Public School District Board of Trustees.

B-9. - BID AWARD:

1. All equipment being offered for sale is used equipment, and as such will have wear and defects. Every effort has been taken to maintain these devices in a fully functional condition. However, there may be some units with bad or missing components. Bid award will be made to the highest bidder. All equipment is sold “As Is” and all sales are final. All item(s) sold by the Pearl Public School District Board of Trustees are sold **"AS IS"** and the successful bidder agrees to make payment in full for said items by **CHECK OR MONEY ORDER** by December 17, 2026, 4:00 pm CST. All items must be removed from their stated location at the vendor’s expense by **a date agreed upon with the Technology Department**.

2. NO ITEMS WILL BE REMOVED UNTIL PAYMENT IS MADE IN FULL.

3. In the case of discrepancy in the computed proposal pricing, the unit price shall govern, and the total price shall be revised accordingly.

4. Proposal prices shall remain valid for 60 days after the scheduled opening date.

5. **Security to Perform**--All bids shall be accompanied by a cashier’s check, certified check, bid bond, or irrevocable letter of credit in the amount of Five Percent (5%) of the total amount of the bid, as security to ensure performance in the event such bid is accepted as the highest and best bid. In the event that such bid is not selected as the highest and best bid, the District shall return such security to the Bidder. If a bid is selected as the highest and best bid and the Bidder fails to perform, such security shall be retained as liquidated damages. Remember, if you submit your bid electronically through the secure electronic folder, you must mail your cashier’s check, certified check, bid bond or irrevocable letter of credit in the amount of five percent (5%) of the total bid amount to 3375 Highway 80 East, Pearl, Mississippi 39208, Attn: Cindy Grantham, and it must be received prior to the bid opening on December 8, 2026, 2:00 pm CST.

6. **The District will return the security of each non-successful bidder within 5 days of awarding the bid. The check will be mailed to the address on the bid form and to the attention of the person named on the bid form. The District will also mail a copy of the bid tabulation form with the check.**

7. If the successful bidder does not adhere to the above requirements, Pearl Public School District Board of Trustees reserves the right to reject their bid and award the bid to the next highest bidder.

BID SPECIFICATIONS

C-1 GENERAL SPECIFICATIONS:

The Pearl Public School District Board of Trustees is making available the following surplus equipment for sale. All items are available for your inspection at the noted location. Please contact Scotti Mashburn in the Technology Department at 601-933-9037 or smashburn@pearlk12.com to set up a mutually convenient time for you to inspect the items. ALL BIDDERS MUST COME ON SITE TO INSPECT THE EQUIPMENT. This is mandatory in order to take part in the bid.

C-2 TECHNICAL SPECIFICATIONS:

iPad Lineup

A. iPad 10.2-inch (9th Generation)
- Asset Count: 935 units
- Purchased: June 2023 – October 2024

B. iPad Air (5th Generation)
- Asset Count: 1,206 units
- Purchased: May 2023 - June 2023

MacBook Air Lineup

A. 13.3-inch MacBook Air (M1 Chip, 2020)
- Asset Count: 13 units
- Purchased: May 2023

C-3 CARE AND USE:

- Devices were used by students and teachers, and they did go home with them.
- The majority have had a hard-shell case on them during use and were transported in a laptop carrying case.
- All will be set back to factory settings. PPSD will work with the winning bidder in the event any device was not reset.

C-4 SHIPPING REQUIREMENTS:

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 school district property by a date agreed upon with the Technology Department.

The winning bidder is responsible for the coordination of all arrangements needed to provide for an efficient pickup and loading of the computer equipment. There will be one (1) pickup site for the equipment.

Technology Office – 3401 Hwy 80 E, PEARL, MS 39208

Any items not removed by a date agreed upon with the Technology Department will be moved to an alternate location and the vendor will be charged a storage fee of $100 per item per day. Fee must be paid before items are released.

BID NUMBER 311

BID PROPOSAL FORM

D-1. BID ITEM: SURPLUS EQUIPMENT

D-1.1 I/We propose to purchase the items as listed in this BID PROPOSAL FORM according to the specifications contained in the BID SPECIFICATIONS section of this bid and at the indicated prices.
D-1.2 I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened and read aloud.
D-1.3 For bids submitted by hand or mail, I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.
D-1.4 I/We, the undersigned, do hereby understand and accept the conditions outlined in the BID INSTRUCTIONS and BID PROPOSAL FORMS of this official bid process in submitting our sealed competitive quotations for the item(s) outlined in this bid.

Qty.	Description	Unit Price	Total Price
935	iPad 10.2” 9th Gen	_____	_____
1,206	iPad Air 5th Gen	_____	_____
13	13.3” MacBook Air (M1 Chip)	_____	_____
	Total for all 2,154 units		_____

Company Name: _____
(Type or Print)

Signature : _____

Printed Name : _____

Address : _____

Telephone : _____

Email : _____

Date : _____