



# Kirkwood School District

## REQUEST FOR PROPOSALS

**Title:** Sale of used iPads  
**Issue Date:** May 6, 2021

**Contact Person:** Alison Toth  
**Phone #:** (314) 213-6131  
**E-mail:** [alison.toth@kirkwoodschoools.org](mailto:alison.toth@kirkwoodschoools.org)

**RETURN PROPOSAL NO LATER THAN: Monday, May 20, 2021 at 10:00 a.m., CDT**

**RETURN PROPOSAL IN A SEALED ENVELOPE TO:**

Kirkwood School District  
PROPOSAL: APPLE DEVICE SURPLUS SALE  
ATTN: Alison Toth/Mike Romay  
11289 Manchester Road  
Kirkwood, MO 63122

\*electronic submissions will not be accepted

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

## SIGNATURE REQUIRED

Authorized Signature		Date
Printed Name		Title
Provider Name		
Mailing Address		
City, State Zip		
Phone #:	Fax #:	E-Mail Address

The Kirkwood School District is requesting proposals for the sale of used Apple iPads. Proposals shall be made for the entirety of all lots based on the estimated quantities listed:

- One lot approximately 1,300 5<sup>th</sup> generation iPads (wi-fi), 32 GB
- One lot of approximately 3,200 5<sup>th</sup> generation iPads (wi-fi), 128 GB
- One lot of approximately 130 6<sup>th</sup> generation iPads (wi-fi), 32 GB
- One lot of approximately 150 6<sup>th</sup> generation iPads (wi-fi), 128 GB

Approximately 1,300 of the iPads include a Brenthaven Edge 360 cases

Approximately 3,480 of the iPads include a Logitech Rugged Combo case/keyboard

SUMMARY OF KEY DATES:

May 6, 2021 ..... Issue RFP

May 13, 2021 ..... Deadline for written questions submitted by vendors

May 20, 2021 ..... Proposals Due by 10:00 a.m. CDT at the District Central Office  
(public bid opening)

May 24, 2021 ..... Board of Education approval (tentative)

**Proposal Requirements:**

All Proposals must include:

- Information for the iPads to be picked up/purchased in two phases: approximately June 2021 and September 2021; the large majority (approximately 4,300) of the iPads are expected to be available in June 2021. Proposed pricing must be valid for both pickup/sale dates.
- Initial estimate of per device value, by type, with potential value based on estimated condition of devices
- Estimated time frame for final inspection and payment
- Sample Reconciliation Report along with vendor’s average reconciliation rate
- Vendor’s device grading scale with definitions and all possible deductions, along with photographs
- Description of step-by-step procedures between contract acceptance and final payment, including expected timeline, scheduling procedures, inventory and inspection methods, packaging and shipping procedures, and detailed chain of custody.
- Customer references, with preference given to Missouri schools with projects of similar scope
- Highest and lowest possible value for each device type
- Proof of insurance
- Description of data security/protection, including the procedure for any iPad with “find my iPad”, activation lock, etc.
- Information about iPads in cases (added value or associated costs)
- Information about variations in proposed value based on quantity available
- Details regarding assurance that device hard drives will be appropriately wiped in accordance with all laws and regulations.
- Payment method information

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

**Terms of Sale:** 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. All equipment is sold “As Is” and all sales are final.

iPads are to be picked up/purchased in two phases: approximately June 2021 and September 2021; the large majority (approximately 4,300) of the iPads are expected to be available in June 2021. Proposed

pricing must be valid for both pickup/sale dates.

**Delivery Requirements:**

The vendor will submit two (2) copies of their proposal along with one (1) flash drive containing the Respondent's entire response in PDF format.

Proposals should include all charges associated with onsite pickup and shipping of product. Please be aware that the pickup location does not have access to freight docks or fork lifts – 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 prior to the scheduled proposal opening time. No proposal may be withdrawn after the scheduled opening time.

**Alternations 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.

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 on the basis of 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 is one who, in the opinion of the District, possesses the skill, experience, ability, integrity and financial and other resources necessary for purchasing and removing the equipment. In evaluating a vendor's responsibility, or in evaluating any other aspect of the response, the District may consider previous dealing with the District, references from other customers of similar scope, and any other information the District deems relevant.

**Vendor Requirements:**

- Only employees of the vendor are permitted to do onsite work in District; no subcontractors will be permitted
- On-site pick-up of the devices
- The chosen vendor will be required to submit an electronic file with all the serial numbers of devices collected (listed or unlisted) by model and memory must be provided in a CSV or Excel format.
- Professional packaging, loading of devices and shipment
- On-site serialized inventory audit and report
- Reconciliation reports with final inspection notes and offer

**The Kirkwood School District R-7 reserves the right to reject any or all bids and to waive any irregularities therein, and to accept the bid most advantageous to the Kirkwood School District.**

## Company Identification Form

Designate one individual as the Provider’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 Provider 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 Provider to provide the services required by the District for the specified period. By signing this Provider Identification Form, the Provider certifies that there are no “PARTIES OF INTEREST” or “CONFLICTS OF INTEREST”, as defined by state and/or federal regulations, existing between the Provider and the District or any of its employees, agents or Board of Education members.

Legal name	Representative’s Name	Title
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Address	City/State/Zip	Telephone #	Fax #
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E-mail Address

Years in Operation	Years under current structure and/or under previous structure
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1) Name of Provider’s Officers:

NAME	TITLE

2) The undersigned hereby acknowledges the receipt of the following addenda:

Addendum Number	Date Issued	Date Acknowledged	Signature

3) The undersigned hereby acknowledges that the Provider has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals.

\_\_\_\_\_  
Provider Officer’s Name

\_\_\_\_\_  
Signature Date

## References and Experience

Each Provider must submit a minimum of five (5) references. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Provider or the Provider's officers, directors, shareholders or partners.

List as **primary** references any current contracts for services currently in force with public school districts or other organizations; include contacts and telephone numbers for each reference. Use additional pages for additional contracts.

- 1) Provider Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_
  
- 2) Provider Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_
  
- 3) Provider Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_
  
- 4) Provider Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_
  
- 5) Provider Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

## Cost Proposal

Proposals should explain the services that will be provided, how they will be delivered, and how they will meet the needs and goals of the District. Proposals must include a detailed itemized budget with the all 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 Provider, by signing below, acknowledges familiarity with the terms, conditions and requirements of said RFP. The Provider further agrees and understands that the District has the right to reject any and all bids.**

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Signature

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Print Name

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Firm Name

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Mailing Address

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Email Address

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Telephone (including area code)