

**LINDBERGH SCHOOLS
RFQ FOR PURCHASING SURPLUS TECHNOLOGY EQUIPMENT**

REQUESTING: Quote

Issue Date: July 1, 2021

Bid opening: July 1, 2021

Procurement Time Frame:

Request for Quotes Issued: July 1, 2021

Submit Questions by: July 8, 2021

Questions Response: ongoing, by July 12, 2021

Vendor response deadline and opening: July 13, 2021

Award and Contract Execution: July 16, 2021

Requested Services: Purchase Surplus Equipment

Enclosures:

1.0 Purpose and Background

2.0 Scope of Procurement

3.0 Evaluation Criteria and Vendor Selection

4.0 Response Format and Content

Response Documents:

Vendor Response Forms

Official site for all RFQ documents:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=74908dc4-f529-432e-9b2c-71f947a93de1>

1.0 PURPOSE AND BACKGROUND

1.1 Purpose of this Request for Quotes (RFQ)

Lindbergh Schools recently retired various quantities of the following equipment:

- A. Working Office Printers
- B. Damaged or Non-working Office Printers

The purpose of this Request for Quotes (RFQ) is to solicit bids and sell surplus technology equipment through a fair and competitive process. The District intends to acquire the best possible price for these devices and invites appropriately qualified vendors to submit a quote for purchasing equipment 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. Lindbergh Schools reserves the right to request clarification, conduct discussions with vendors and/or request additional information.

1.2 Objective

Lindbergh Schools seeks vendor quotes for purchase of surplus technology equipment. Lindbergh Schools will only accept and consider quotes for purchasing and removing all of the equipment. An offer for a subset of the equipment will not be considered. Section 2 of this document provides details regarding the surplus equipment for sale. Vendor responses must meet all Lindbergh Schools requirements as described in the RFQ. Section 3 describes the evaluation criteria and process in further detail.

1.3 Request Timeline and Important Dates

The anticipated timeline for this RFQ is as follows:

RFQ Timeline	
Issue date	July 1, 2021
Vendor onsite walkthrough	By appointment only, July 8, 2021
Deadline for questions	July 8, 2021, 4:00 p.m. (CDT)
Vendor response deadline and opening	July 13, 2021, 7:00 a.m. (CDT)
Vendor selection and contract award	July 16, 2021
Vendor ACH payment	Process complete and verified prior to scheduled pick up date
Equipment retrieval (Loading Dock)	By July 29, 2021 Monday - Thursday 8:00 - 2:00

1.4 Onsite Inspection and Questions

Lindbergh Schools will schedule onsite inspection for vendors, by request, between July 6 and July 8, 2021. The District requires vendors to schedule onsite inspection via email with Sonia Kesselring at soniakesselring@lindberghschools.ws.

Vendors must submit any questions concerning this Request for Quotes through Lindbergh Schools Vendor Registry. The District will provide answers to questions through Lindbergh Schools Vendor Registry website. It is the responsibility of all potential vendors to check the Lindbergh Schools Vendor Registry for any Addenda and to ensure signed Addenda are included in their formal response to this solicitation.

2.0 EQUIPMENT DESCRIPTION

Lindbergh Schools seeks to sell surplus technology devices. This section summarizes the equipment for sale. All equipment was visually inspected for damage, sorted, shrink-wrapped on pallets, and is available for pick up at two locations, each with a loading dock. The dock areas can accommodate box trucks and regular cabs with up to 53' trailers. Equipment is on a total of 21 pallets.

2.1 Equipment

Item #	Minimum Quantity	Device Description	Manufacture Date	Notes
001	463	Desktop printer (various manufacturers and models)	2008-2018	Used in classrooms and offices; devices were working when removed from the classrooms. Devices were inspected prior to putting on pallets; when inspected, they were visibly free from any damage which would hinder function. Power cords may be missing for some printers.
002	43	Non-working or damaged Desktop printer (various manufacturers and models, similar to working printer models)	2008-2018	Device is either missing parts (example paper tray) or known to not be functioning correctly.

2.2 Working Equipment Details

ALL EQUIPMENT IS SOLD AS IS. LINDBERGH SCHOOLS DOES NOT GUARANTEE ALL PRINTERS ARE REFLECTED IN THIS LIST.

Serial numbers for most devices available in SurplusPrinterAssets.xlsx document. The following is a list of known models and quantities; additional printers not listed may be included.

Working Printers (approximate quantities)

Manufacture/Model	Approximate Quantity
Dell 1720	45
Dell 2330	93
Dell 2350	48
Dell 2360	94
Dell e310	78
Brother 2370	9
Brother 2350	13
Brother HL 3170	1
Dell Smart Printer	1
HP LaserJet Pro 400 color	1
Dell 3760	1
Dell C3765DNF	1
Dell S2810dn	6
Dell 2150dn color	1
Dell 3130CN	1
Dell 3450	1
Dell 2660	1
HP LaserJet ProM501	1
HP Color LaserJet	2
HP M251NW	1
Epson Work Force Pro WF-C579R	2

3.0 REQUIREMENTS

The following requirements must be met by the vendor, for all purchased equipment:

3.1 Asset Tag Removal and District Identifier

Lindbergh Schools devices each include a district asset tag sticker. The vendor will remove this sticker.

3.2 Equipment Recycling and Data Wiping

The selected vendor must also provide the District with certification verifying that all purchased equipment will be either responsibly recycled (e.g., R2, ISO 14001, e-Stewards) or prepared for resale. The vendor submitting the bid must be certified. Bids will not be accepted from non-certified vendors who partner with another company for this service.

4.0 EVALUATION CRITERIA AND VENDOR SELECTION

4.1 Evaluation Criteria and Process

Lindbergh Schools will evaluate quotes received using a scoring process. The most important criterion is price, but the District will also consider vendor qualifications.

Evaluation Overview

Weight	Criterion
80	Price
20	Vendor Qualifications

The District will review each RFP response and score each response based on this predefined assessment criteria. As a result, items such as solution price, company experience, ability to achieve desired service levels, and references may be considered in the final decision. The winning bid will be posted to the Lindbergh Schools Vendor Registry. All contracts and supporting documentation will be approved by both parties before any costs are incurred. Any contract terms that are not acceptable by the District may be grounds for dismissing the selected vendor.

Lindbergh Schools will use information provided in Vendor Response Forms, Form 3: Executive Summary, Form 4 Company Profile, Form 5: Ease of Transition, as well as completed Form 6: References, to assign scores for the vendor qualifications criterion.

4.2 Quote Acceptance and Rejection Criteria

All proposals shall be deemed final and no bid shall be subject to correction or amendment for any error or miscalculation after the bid closing date. Selection is, at a minimum, contingent upon a complete and satisfactory quote. Lindbergh Schools reserves the right to reject any bid which, through bidder error or omission, is found to be mathematically incorrect, otherwise incomplete, or not in compliance with District bid specifications. The right to reject bids which are incomplete, inaccurate, or not in compliance shall be exercised in the best interest of Lindbergh Schools.

4.3 Competitive Negotiation

Lindbergh Schools reserves the right to request clarification, conduct discussions with vendors, to request revisions, 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, Lindbergh Schools may discard all vendor responses if none meets the stated requirements or if the evaluation team deems none serves the best interests of the District.

5.0 QUOTE FORMAT AND CONTENT

5.1 General Directions

This Request for Quotes contains all the information and forms necessary to complete and submit a formal quote. Submit quote to Lindbergh Schools Vendor Registry.

Vendors should account for the following parameters:

- Responses to this RFQ do not bind the vendor or Lindbergh Schools to any agreement, implied or otherwise.
- All responses and accompanying documentation submitted will become the property of Lindbergh Schools upon response opening.
- Vendor responses may contain information of a proprietary nature. These materials are exempt from FOIA requests. Vendors should identify each individual page of their response containing proprietary information.
- Lindbergh Schools will make this RFQ document and all related information available to vendors electronically via the Lindbergh Schools Vendor Registry.

5.2 Required Response Format

Vendors must submit one electronic copy of the response by the due date indicated in Section 1.2 of this RFQ. To assist in the evaluation process, all responses must follow the format outlined below. Lindbergh Schools may consider responses in any other format non-responsive and may reject them.

5.2.1 Vendor Response Forms

Vendors must complete the vendor response forms (Part 4) in their entirety. Instructions for completing these forms are included within the document.

5.2.2 Vendor Registry Website

Vendors must complete all required fields on the Vendor Registry website. The Vendor Response Forms document should be uploaded to this website.