

Lindbergh Schools Surplus Technology Equipment Request for Bids

1. Introduction

Lindbergh Schools is inviting proposals from reputable and qualified vendors to purchase surplus technology equipment. This Request for Bids outlines the requirements and procedures for the sale of this surplus equipment.

2. Equipment Descriptions

An itemized list of all equipment may be found in the 2024SurplusTechEquipment.xls document. Smaller items are boxed or stacked and shrink-wrapped on 14 pallets. Items not on pallets include device carts, server cabinets, and large TVs. (See LindberghSummer2024MiscTechPhotos for pictures.)

Note: One CRT TV is included in the surplus equipment.

3. Timeline

Issue Date and Bidding Begins	Friday, April 19, 2024
Question Response Deadline	Thursday, May 2, 2024
Vendor Response Deadline and Opening	Monday, May 6, 2024 2pm CDT
Award and Contract Execution (the contract will be awarded after verification of references)	No later than: Friday, May 10, 2024 2pm CDT
Equipment Retrieval Deadline (from 12225 Eddie & Park Rd, St. Louis, MO 63127)	By May 30, 2024 7:00am-3:00pm CDT Mondays-Fridays, only

4. Pricing

- Pricing should be inclusive of all costs, including any fees associated with the acquisition.
- The winning bidder will be required to provide all labor, make all shipping arrangements, and pay all shipping costs.

5. Additional Device Information

- Lindbergh Schools technology equipment may include a district asset tag sticker. The vendor will remove this sticker.
- Lindbergh Schools will remove any iPads from Apple School Manager before selling them.
- Devices may not have chargers or power cords.

6. 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 after erasing all data using an international data wiping standard (e.g., U.S. Department of Defense 5220.28-STD, Pfizner Algorithm, Germany VSITR, Gutmann MFM).

- 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.

7. Vendor Questions

- Vendors must submit any questions concerning this Request for Bids through Lindbergh Schools Vendor Registry.
- The District will provide answers to questions through the Lindbergh Schools Vendor Registry website; check the **LindberghSummer2024MiscTechFAQs** document for additional answers to questions, also.

8. Vendor Response

- Lindbergh Schools will make this Request for Bids document and all related information available to vendors electronically via the **Lindbergh Schools Vendor Registry**.
- 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.
- Vendors must complete all required fields on the Vendor Registry website.
- The completed **LindberghSummer2024MiscTechVendorResponse.docx** should be uploaded to the Vendor Registry website; instructions for completing this form are included within the document. Lindbergh Schools may consider responses in any other format non-responsive and may reject them.
- Vendors must submit one electronic copy of the response by the due date indicated in this Request for Bids.
- 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.
- 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.
- Responses to this Request for Bids 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.

9. Bid Acceptance

9.1 Evaluation Criteria

Lindbergh Schools will evaluate bids, considering the following criteria:

- Bid amount
- Vendor's experience and reputation
- Compliance with submission guidelines
- References and past performance

9.2 Bid Acceptance and Rejection Criteria

- The acceptance of a proposal will be at the sole discretion of Lindbergh Schools.
- Lindbergh Schools reserves the right to reject any or all proposals or to waive any informality or irregularity in any proposal.
- 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.
- Selection is, at a minimum, contingent upon a complete and satisfactory bid. 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 that are incomplete, inaccurate, or not in compliance shall be exercised in the best interest of Lindbergh Schools.

- An offer for a subset of the equipment will not be considered.

9.3 Notification and Payment

- The winning bid will be posted to the Lindbergh Schools Vendor Registry.
- The successful bidder will be notified and required to finalize the purchase agreement.
- Payment must be made via an ACH deposit or a cashier's check before pick up of equipment.

9.4 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.