

Lindbergh Schools Apple Request for Bids

1. Introduction

Lindbergh Schools is inviting proposals from reputable and qualified vendors to purchase a lot of used Apple devices. This Request for Bids outlines the requirements and procedures for the sale of approximately 1,720 student and teacher 7th Generation iPads and approximately 123 MacBook Air teacher laptops. These devices will be collected the first week of June with an exact number given at that time.

2. Device Quantities and Descriptions

NOTE: Some of these devices are currently in use by students and teachers. All devices are available after June 12, 2024. Exact quantities will be provided to the vendor after device collection at the end of May.

Device	Description	Quantity	Accessory	Condition	Sample Serial Number
iPads	Apple iPad 32GB WIFI (7th Gen)	Approximately 1,608	Some, but not all iPads, will include a Logitech Rugged Combo 3 keyboard case.	Used, maintained under AppleCare+ (expires July 2024).	F9FCVJTTF3M
iPads	Apple iPad 32GB WIFI (7th Gen)	Approximately 112	none	Used	F9GCML66MF3M
Teacher Macbooks	Apple MacBook Air Intel Core i3, 8GB, 128GB SSD (2020)	Approximately 98	none	Used	FVFCL01KQ0WM
Teacher Macbooks	Apple MacBook Air Intel Core i5, 8GB, 128GB SSD (2018)	Approximately 25	none	Used	C02YG0NSJK77

3. Timeline

Issue Date and Bidding Begins	March 21, 2024
Question Response Deadline	April 4, 2024
Vendor Response Deadline and Opening	April 8, 2024 3:00pm CDT
Award and Contract Execution (the contract will be awarded after verification of references)	No later than: April 12, 2024
Equipment Retrieval Deadline (from 12225 Eddie & Park Rd, St. Louis, MO 63127)	June 13-July 3, 2024 7:00am-3:00pm CDT Mondays-Thursdays, only

4. Pricing

4.1 General Pricing Requirements

- Bidders must provide a per-device price for each category of equipment.
- Pricing should be inclusive of all costs, including any fees associated with the acquisition.
- The winning bidder will be required to provide all labor, packaging and shipping materials, make all shipping arrangements, and pay all shipping costs.

4.2 Grading System

Different vendors may have different grading criteria or not use a grading system; Lindbergh schools will select the proposal that has the best value for the district.

- Proposals can include a grading system for the equipment based on condition, functionality, and cosmetic appearance.
- Provide the criteria of the grading system
- A guaranteed minimum amount based on the grading system should be provided.

5. Additional Device Information

- Exact counts of each device will be provided in early June.
- Lindbergh Schools devices each include a district asset tag sticker. The vendor will remove this sticker.
- These devices are not engraved.
- The iPads and Macbooks will be wiped and reset by Lindbergh Schools before sale. The vendor agrees to wipe and reset any iPad or Macbook that may have not been reset.
- Lindbergh Schools will remove the iPads and Macbooks from Apple School Manager before selling them.
- Chargers are not included with the devices.

6. 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 **LindberghFAQsApple2024** document for additional answers to questions, also.

7. 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 **LindberghSummer2024AppleVendorResponse.docx** should be uploaded to the Vendor Registry website; instructions for completing this form is 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:

- Price offered per device
- Clarity and fairness of the grading system
- 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.

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 prior to 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.