

Invitation for Bids T-21002
Revision 002

Iowa City Community School District

Computer Collection and Sellback

Prepared by: Josh Reynolds, Client Services Manager

1/21/2021

Bids Due:

2/19/2021

1.1 Purpose and Scope

The Iowa City Community School District seeks to sell its current inventory of laptop computers, Chromebooks, and desktop computers in preparation to buy or lease a single generation of devices for its general student-use, staff-use, and shared-use implementations. Specifically, the district requests proposals for the sale of a minimum of 2,400 Windows-based laptops, 17,650 Chromebooks, 1,600 Windows-based desktops, 1,000 iPads, and 80 iMacs. General information about the District can be found on the District's website at <https://www.iowacityschools.org>.

A copy of this Invitation for Bids (IFB) may be obtained from the District's Technology & Innovation Website at <https://www.iowacityschools.org/Page/14398>.

Amendments to the IFB will be communicated via <https://www.iowacityschools.org/Page/14398> to proposers. For the purpose of this document the terms proposer, vendor, and contractor are those entities representing the submission of a response to this IFB.

1.2 IFB Submission

Please submit the proposal, in its entirety, to the contact and address below no later than 2/19/21. Proposals must be submitted as an electronic copy via email to Josh Reynolds, reynolds.joshua@iowacityschools.org or on a USB drive. The subject of the email must be "IFB T-21002 Response".

Josh Reynolds
Client Services Manager
Iowa City Community School District
1725 North Dodge Street
Iowa City, Iowa 52245
Attn: Computer Collection and Sellback IFB

1.3 Proposal Validity Period

Submission of the proposal will signify the vendor's agreement that the proposal and the content thereof are valid for 120 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

1.4 Vendor Communication

Upon release of this IFB, all vendor communications concerning the overall IFB should be directed to the Client Services Manager listed below. Unauthorized contact regarding this IFB with District employees is not advisable and will not be taken into consideration as part of the IFB proposal process. Any oral communications will be considered unofficial and non-binding to the District.

Vendors should rely only on emailed statements issued by the Client Services Manager.

Josh Reynolds
Client Services Manager
Iowa City Community School District
Preferred Contact Method is email: reynolds.joshua@iowacityschools.org

1.5 Right of Selection/Rejection - Waiver of Informalities or Irregularities

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

1.6 IFB Revisions

The District reserves the right to change the schedule or issue amendments to the IFB at any time. The District also reserves the right to cancel or reissue the IFB at any time. Amendments or a notice of cancellation will be communicated via email to all proposers.

1.7 Compensation

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

1.8 Commitments

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Iowa City Community School District's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply all supplies, equipment, accessories, and systems as described.

Vendors may submit more than one proposal in response to this IFB. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

1.9 Contract Award and Execution

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the IFB and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the successful vendor apparent will be expected to enter into a contract with the District on terms similar to those presented in the copy of the District's standard Professional Services Agreement. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor.

No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

1.10 Improper Business Relationships

Vendors shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist or have the potential to exist between the vendor; the District; any employee, officer, director, or principal of the vendor or the District; and any other party. The District reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The District also reserves the right to decide at its sole discretion whether disqualification of the vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the District.

In the event the District disqualifies a vendor or cancels an award based on an improper communication or relationship, and that vendor's proposal would have otherwise been considered the best proposal, the District reserves the right to select as the winning proposal the next-best proposal that it deems responsive to the IFB.

1.11 Compliance with Applicable Laws

The vendor agrees that it will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements under law or relevant District policies and procedures that apply to the scope of work, including but not limited to prohibitions on smoking in District buildings and on the grounds of District buildings pursuant to the Iowa Smoke Free Air Act and restrictions on sex offenders. Any authorized auditor or government representative shall have access to and the right to examine pertinent books and records of the vendor in connection with a contract with the District, and all records relating to this engagement shall be retained for such period of time as required by law. Vendors shall also comply with any applicable reporting and registration requirements. The vendor further agrees that this IFB and any contract awarded pursuant to it will be governed under the laws of the State of Iowa.

1.12 No Collusion

By submitting a proposal in response to this IFB, the vendor and each person signing on behalf of the vendor certify, under penalty of perjury, that to the best of their knowledge and belief:

The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor.

Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed by the vendor, and will not be knowingly disclosed by the vendor, prior to opening, directly or indirectly, to any other vendor or competitor.

No attempt has been made or will be made by the vendor to induce any other person, partnership, corporation, or entity to submit or not to submit a bid/proposal in response to this IFB for the purpose of restricting competition.

The person signing the Response Affidavit to the IFB certifies that he/she is fully informed of the accuracy of these statements.

1.13 Grievances

Any complaints or grievances concerning or arising out of this IFB shall be submitted in writing to Matt Degner, Superintendent of Schools, at the address set forth above. The Superintendent's decision as to the resolution of any such complaint or grievance shall be final.

1.14 Mandatory Background Checks

If selected to provide products and/or services to the District pursuant to this IFB, the vendor shall participate in the District's background check process for any persons providing products or performing services on District property. The vendor must complete and submit the background check form, provided by the District, for each such individual, at least two weeks prior to that individual providing products or performing services on District property. The cost of each background check, approximately \$25, must be paid by the vendor to the District at the time the vendor submits the background check form. The District will provide to the vendor a badge for each individual approved through the background check process. The badge will include the name of the individual authorized to provide products or perform services on District property, the name of the vendor, and the school-year for which the authorization is valid. This badge, along with a government-issued photo identification, must be shown to District personnel upon request. The background check process must be repeated each school year. No persons who are not approved by the District shall be permitted to provide any products to, or perform any services for, the District on District property. Contracts with vendors who fail to comply with these requirements will be subject to immediate termination at the sole discretion of the District.

1.15 Equal Opportunity Compliance

The District is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity.

Section 2: Scope of Work: Project Requirements

2.1 Intent.

The District intends to collect and sell approximately 17,650 Chromebooks, 2,400 Windows-based laptops, 1,600 Windows-based desktops, 1,000 iPads, and 80 iMacs in various conditions. A list of serial numbers and model numbers can be provided upon request by emailing Josh Reynolds at reynolds.joshua@iowacityschools.org with the intended purpose of the serial numbers and model numbers providing hardware specification of each device type.

17,650 Chromebooks (*Quantity and Model Listed Below*)

1,800 - Dell Chromebook 11 3120

3,700 - Dell Chromebook 11 3180

1,000 - Dell Chromebook 11 CB1C13

1,500 - HP 11A G8 EE

2,250 - HP 11 G6 EE

1,500 - Lenovo 300e

5,900 - Lenovo N23

2,400 Laptops (*Quantity and Model Listed Below*)

200 - Dell Latitude 3480

800 - Dell Latitude 5289

600 - Dell Latitude 5480

50 - Dell Latitude 7390

300 - Dell Latitude E5470

450 - Dell Precision M2800

1,600 - Desktops (*Quantity and Model Listed Below*)

260 - Dell Optiplex 5050

300 - Dell Optiplex 7010

500 - Dell Optiplex 7040m

400 - Dell Optiplex 9020m

30 - Dell Optiplex 5060

110 - HP ProDesk 400 G5

1080 Apple (*Quantity and Model Listed Below*)

80 - iMac 21.5 A1418

1000 - 6th Gen iPad 32gb

The District expects the selected vendor to provide packaging materials and equipment and/or packaging services on or about July 1st, 2021.

The District expects its vendor to be highly experienced, a leader, innovator, and to be able to provide comprehensive products and/or services in the relevant areas. Further, the District requires that the products and/or services be delivered consistently and be of the highest quality. The District has a large, diverse, and complex school operation that may encompass a number of areas where the products and/or services are to be provided. To properly assist the District, the selected vendor and its officers and employees providing products and/or services to the District must have extensive knowledge and experience in providing this service.

2.2 Responsible Recycling and Disposal of Equipment

To ensure responsible recycling and disposal of electronic waste as well as District-owned data the vendor must provide a copy of a current R2 certification issued by SERI or an equivalent certificate and governing body. Equipment must be disposed of by the industry standards required to obtain such certification and a serialized certificate of destruction must be provided upon request to the District.

Section 3: Device Purchase and Deployment IFB Response Documents

3.1: Disclosure Information

Vendor must submit disclosure information on vendor letterhead regarding any potentially improper business relationships as described in this IFB, including all officers and key employees of the Vendor, and attach this document as part of its proposal.

3.2 Itemized Responses

Vendor must provide its Itemized Responses and/or Exceptions to this IFB by using and referencing the same numbering scheme as in the IFB, and attach such responses as part of its proposal.

**Iowa City Community School District
Computer Collect and Sellback Proposal Form**

This form must be attached to the requested information in the Request for Proposal Document

We submit the following proposal for Iowa City Community Schools:

Contractor: _____

Address: _____

City, State, Zip: _____

Authorized Signature: _____

Contact E-Mail: _____

Phone #: _____ Fax #: _____

Proposed Pricing

Chromebook: _____

Laptop: _____

Desktop: _____

Apple: _____

Total: _____

Chromebook Total:

Average Proposed Price for Dell Chromebook 11 3120 per Device at 1,800 Devices

Average Proposed Price for Dell Chromebook 11 3180 per Device at 3,700 Devices

Average Proposed Price for Dell Chromebook 11 CB1C13 per Device at 1,000 Devices

Average Proposed Price for HP 11 G8 EE per Device at 1,500 Devices

Average Proposed Price for HP 11 G6 per Device at 2,250 Devices

Average Proposed Price for Lenovo 300e per Device at 1,500 Devices

Average Proposed Price for Lenovo N23 per Device at 5,900 Devices

Laptop Total:

Average Proposed Price for Dell Latitude 3480 per Device at 200 Devices

Average Proposed Price for Dell Latitude 5289 per Device at 800 Devices

Average Proposed Price for Dell Latitude 5480 per Device at 600 Devices

Average Proposed Price for Dell Latitude 7390 per Device at 50 Devices

Average Proposed Price for Dell Latitude E5470 per Device at 300 Devices

Average Proposed Price for Dell Precision M2800 per Device at 450 Devices

Desktop Total:

Average Proposed Price for Dell Optiplex 5050 per Device at 260 Devices

Average Proposed Price for Dell Optiplex 7010 per Device at 300 Devices

Average Proposed Price for Dell Optiplex 7040m per Device at 500 Devices

Average Proposed Price for Dell Optiplex 9020m per Device at 400 Devices

Average Proposed Price for Dell Optiplex 5060 per Device at 30 Devices

Average Proposed Price for HP ProDesk 400 G5 per Device at 110 Devices

Apple Total:

Average Proposed Price for iMac 21.5 A1418 per Device at 80 Devices

Average Proposed Price for 6th Gen iPad 32gb per Device at 1,000 Devices