

Shenandoah Community School District
304 West Nishna Road
Shenandoah, Iowa 51601
Request for Proposals
Electronic Recycling
March 15th 2024

Response Due:
April 19th 2024

REQUEST FOR PROPOSAL

2023 Electronic Recycling

Notice is hereby given that the Shenandoah Community School District is requesting written proposals from qualified vendors for technology equipment recycling. In lieu of separate RFPs for each item category, this request may encompass multiple items as noted below.

INSTRUCTIONS TO BIDDERS

RECEIPT OF PROPOSALS:

All proposals must be delivered to the office of the Main Office **prior to 3:00 p.m.** Central Daylight Time, on **April 19th 2024**. The vendor assumes the risk of any delay in the mail. Proposals received after the closing time will be returned unopened.

MARK ENVELOPES: RFP Information Technology:Electronic recycling The proposal must be filled out on the form prescribed and enclosed in a sealed envelope which shall be endorsed on the outside,

PROPOSAL – Electronic Recycling

Send proposal to:

Shenandoah Community School District
304 West Nishna Road
Shenandoah, Iowa 51601

Up to and until 3:00 p.m., Central Daylight Time, on **April 19th 2024**

MODIFICATION OR WITHDRAWAL OF PROPOSAL:

Prior to the time and date for receipts of proposals, contractor proposals may be modified or withdrawn only by notice to the party receiving the proposals at the place and prior to the time designated for receipt of proposals. Such notice shall be in writing over the signature of the contractor.

INQUIRIES FROM BIDDERS:

Inquiries shall be submitted via email to Richard Morgan-Fine –Director of Information Technology (morganfiner@shencsd.com), and all pertinent answers or interpretations (before opening of proposals) shall be made by the Director of IT to all contractors not later than three (3) days before the opening date.

If any portion of the specifications are not clear, or conflict, have them explained by the Director of IT before submitting your proposal.

INSTRUCTIONS TO BIDDERS

IOWA PRODUCTS PREFERENCE:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa.” The contractor shall, in the performance of the contract, give preference to Iowa Products and Iowa Labor, according to Section 73.2 and Section 73.3 of the Code of Iowa, 1959.

IOWA SALES TAX:

The Shenandoah Community School District is a tax exempt public educational organization, exempted by the Iowa Code.

PRICING:

The Vendors responding to the RFP for Shenandoah Community School District must submit pricing for a single item category or combination of categories as they wish to propose:

- 1) “Solution proposal” covering multiple items
- 2) “Item proposal” covering single items

Bidders may choose to submit multiple permutations within the same proposal. For example, pricing structure “a” for all items, pricing structure “b” for a subset of items, pricing structure “c” for a different subset of items, pricing structure “d” for a single item, and so on.

FEDERAL TAXES:

Where Federal Statutes exempt the Board of Education from the payment of excise or manufacturer’s taxes on materials or equipment, the contractor shall exclude the amount of any applicable federal excise or manufacturer’s taxes from his bid. The owner will furnish the contractor, on request by the contractor, the necessary exemption certificates to aid the contractor in the recovery of any such federal taxes paid by the contractor.

AWARD:

The Board of Education reserves the right to reject any or all proposals or to accept proposals, either whole or in part, to award contracts by individual items or by lump sum total, or to waive any irregularities or defects in any proposal, should it deem to be in the best interest of the school district to do so. Any proposal submitted will be binding for forty-five (45) days beyond the BID OPENING.

QUALIFICATIONS OF BIDDERS:

The district may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the district all such information and data for this purpose as the district may request. The district reserves the right to reject any proposal if the evidence submitted by, or investigation of, such bidder fails to satisfy the district that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

QUALITY STANDARDS:

Where, in the specifications, one certain kind, type, catalog number or manufacturer of material is named, it shall be regarded as the required standard of quality.

Where two or more are named, these are presumed to be equal and the contractor may select one of these items. If the bidder proposes to offer substitute items as an equal to those named in the specifications, he shall so indicate on the BID the kind, type, catalog number, brand or manufacturer of material that is offered as an equal and submit data sheets and/or catalog cuts and otherwise describe wherein it differs from the base specifications in similar detail as the description of the component parts of the specified items. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the description of any substitute items on the BID will be interpreted to conclude that the bidder will furnish the specified item.

AFFIRMATIVE ACTION:

The Shenandoah Community School District is required by federal statute not to discriminate in its employment practices on the basis of race, color, age, national origin, sex or physical handicap, and has established an affirmative action program. Companies awarded contracts resulting from this solicitation must maintain compliance with executive order 11246.

TOBACCO FREE ENVIRONMENT:

The Board of Directors has adopted a policy, which provides for a healthy, safe and productive work environment. There shall be no use of tobacco products in any school building, on school grounds, or in school buses at any time. Failure to comply with this policy or to enforce compliance by the contractor, its owners, officers, employees, and agents subjects the contract to termination by the school district at the school district's sole discretion.

INVOICES:

All invoices from contractors, regardless of source or nature of work, shall be mailed to the school district at:

Shenandoah Community School District
304 West Nishana Road
Shenandoah, IA 51601

NEGOTIATION OF PROPOSAL TERMS:

The District reserves the right to negotiate the pricing, terms or conditions with any contractor with respect to their submitted proposal.

INSURANCE REQUIREMENTS:

Vendor's liability insurance shall include all major divisions of coverage and be on a comprehensive basis including:

1. Premises Operations
2. Independent Contractor's Protective
3. Personal Injury Liability with Employment Exclusion Deleted
4. Contractual
5. Owned, non-owned, and hired motor vehicles
6. Broad Form Property damage Including Completed Operations

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1.1 Project Scope

This document has been prepared to solicit proposals to meet technology equipment needs of the Shenandoah Community School District. The specifics of each item are noted below.

The District consists of approximately 200 staff members that serve roughly 1200 students.

The District includes the following facilities:

Across its footprint, the District requires a combination of hardware, peripherals, and networking equipment that will maintain excellence in instruction and administration. Current equipment needs include items utilized by students as well as staff in various schools.

With a recognition that costs reflect more than initial purchase but also additional factors contributing to total cost of ownership, an additional set of enhanced offering elements is described below. Bidders should specify what their proposed pricing structure includes versus what it does not include.

While for simplicity it would be desirable to minimize the number of vendors supplying the requested items, the District recognizes that some vendors may not offer selected products. As such, multiple vendors may be selected in meeting the item needs.

Given that multiple permutations of the categories are likely in the submitted proposals, after the bids are submitted the District will assess the options for meeting needs in all categories.

Individual items have varying dates for completion of delivery. These are noted in the specifications.

The RFP may be obtained from the district office:

Shenandoah Community School District
Attention: Richard Morgan-Fine - Director of Information Technology
304 West Nishana Road
Shenandoah, IA 51601

1.2 Key Dates

Issue RFP – March 15th 2024

Bids Due – April 19th 2024

Vendor selection – on or before May 3rd

Pick up of requested items required on or before June 7th 2024

1.3 Item Needed for Disposal

This section lists the requested items included in this RFP.

Section 1 Chromebooks - [Spreadsheet With Details](#)

Non working Lenovo 500E Gen 1 Chromebooks - 42

Working Lenovo 500E Gen 1 with Stylus Chromebooks - 569 Roughly

Working Lenovo 500E Gen 1 without Stylus Chromebooks - 118 Roughly

Lenovo N21/22 - 40

Lenovo N23 - 157

Lenovo Chargers - 634

Acer Chromebook 15s - 75

Section 2 Apple Equipment - [Spreadsheet with details](#)

IMAC's -35

Ipads - 215 Roughly

Macbooks - 26

1.5 Conditions of Agreement

Upon selection as the vendor for an item, the bidder agrees in "good faith" to Pick up the promised item without written agreement from the District Failure to pick up promised items within 15 days of the due date will result in cancellation of the contract.

1.6 Evaluation / Selection Process

A number of factors will influence the School District's decision in selecting the vendor. These factors include the vendor's ability to deliver these products and services in a timely manner. Please note that the School District will select the vendor(s) based upon the best overall solution and value, and is not obligated to select the lowest price bidder.

Product quality includes but is not limited to: durability, performance, integration, serviceability and adherence to industry standards. Finally, the hardware and/or software solution must be upgradeable to provide increased performance and features as to industry standards as they become available.

The award of the contract, if made, will be made in the best interests of the District. The resulting contract will consist of this document, the response to this document, written letters and agreements modifying or changing the same, and any final contract agreements, memorandums, and written classifications. The District may reject any or all bids or parts of any bids and in its sole discretion may waive irregularities in any bid. "The award of a contract in the best interests of the District" means that the District is not required to award the contract to the lowest cost bidder, even if the bidder is financially responsible, but may award the contract to a bidder with a better service as determined by the District or who is more suitable to the District's intended purpose and whose bid is determined to be in the best interests of the District. Long range implications as well as short range implications will be considered by the District in making its decision.

1.7 Proposal Requirements

To select a qualified vendor who meets our environmental, security and IT asset disposition requirements, ensures a quality delivery of services, and provides us the best return on investment.

Vendors must meet the following requirements.

HIPAA (Health Insurance Portability and Accountability Act)

FERPA (Family Educational Rights and Privacy Act)

Preferred

[R2 Certification](#) or [e-Stewards certified](#) as a electronic recycler

Provide a certificate of Destruction

Devices will need to be Picked up from 304 West Nishna Rd Shenandoah Iowa 51601.

1.8 Declaration

The vendor, in compliance with this Request for Proposal, has examined the specifications and related documents and is familiar with the local conditions surrounding this project. Therefore, the vendor hereby proposes to provide these products in accordance with this Request for Proposal and any contract documents within the time frames set forth herein and at prices stated below. The vendor hereby agrees to commence work on this project on or before a date to be specified in a written “Notice to Proceed” by the district and to fully complete the installation and proper required testing within the agreed upon number of consecutive calendar days thereafter.

The laws of Iowa require that at the conclusion of the selection process the contents of the proposals be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. In the event that the District is requested to deliver such information into the public domain, the District Shall give the bidders notice by FAX or email and bidders shall take action within five (5) business days to seek protection by an appropriate filing with the Iowa District Court. If no protective order is timely sought, the information shall be released into the public domain.

1.9 Assurances

The following must be signed, and must be submitted as part of the submitted bid. The vendor agrees to the bid requirements as stated in the bid specifications for all equipment bid and / or installed at Shenandoah Community School District.

Bidder Company: _____

Printed Name of Representative: _____

Position / Title of Representative: _____

Signature of Representative: _____

Date: _____