

MILTON



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SCHOOL DISTRICT OF MILTON REQUEST FOR PROPOSAL

Purchase of Apple Devices

9/12/2018

Issued by: School District of Milton

Local Agency Contact: Ed Snow

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Phone: 608-868-9570

The School District of Milton is accepting bids for the purchase of our current fleet of Apple computers and iPads. The intent of this bidding process is to find a qualified vendor who:

1. Provides a flexible timely and efficient pick up for the School District of Milton's fleet of computers;
2. provides exemplary customer service;
3. provides proof of data sanitation; and
4. provides an accurate and dependable price quote.

The objective of this Request for Proposal (RFP) is to locate a source that will provide the best overall value to the School District of Milton. While price is a significant factor, other criteria described in the scoring matrix section will be considered to form the basis of our potential award decision. The School District of Milton reserves the right to accept, reject, and/or negotiate with any and all companies who respond to this proposal.

TIMELINE: The School District of Milton anticipate it's fleet of devices to be available for pickup between October 15th 2018 and December 31st 2018



Submission Guidelines & Requirements

1. Only qualified individuals and/or firms with previous experience on projects such as this should submit a Request for Proposal (RFP).
2. Firms who intend on submitting a proposal should notify the representative identified on the cover page no later than September 21, 2018, at 11:59 p.m.
3. Emailed responses must be sent to snowe@milton.k12.wi.us and must contain the words APPLE REFRESH in the subject line.
4. Questions regarding proposals must be submitted to snowe@milton.k12.wi.us and must contain the words APPLE REFRESH QUESTION in the subject line of their email.
5. Firms submitting to this proposal must provide proof of data sanitation.

RFP Required Documents

1. Cover letter including the intent to propose
2. Proof of data sanitation
3. Evidence of previous experience on projects of this size and scope (including letters of reference)
4. Evaluation grid (each bid must have an accompanying pricing worksheet - grid can be found the last page of this document)

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Scoring Matrix

The School District of Milton will use the same scoring matrix used annually for vendor scoring for Universal Services Administrative Company (USAC) in compliance with Federal Communications Commission (FCC) funding for E-Rate funds. The School District of Milton reserves the right to award the project to the firm presenting the best value to the School District of Milton, with the determination of best value to remain at the sole discretion of the School District of Milton.



Pricing Worksheet

Instructions: The devices and quantities listed below represent the minimum amount of equipment the School District of Milton will make available for sale. To best create consistency between bids, please price out each item as if it were to be considered in grade “A” condition. The School District of Milton fully understands that every device will not receive a top grade.

Item	Minimum Quantity to be Sold	Price per Unit (Device in Top Condition)
MacBook Air (11-inch Early 2015) MacBookAir7,1, Intel Core i5 1.60GHz, 4GB	1450	
MacBook Air (13-inch Early 2015) MacBookAir7,2, Intel Core i5 1.60GHz, 4GB	280	
iPad Air 2 (Wi-Fi) iPad5,3, 64GB	2550	
iMac Intel (Retina 5k, 27-Inch, Late 2015) iMac17,1, Intel Core i7 4.0 GHZ, 16GB	24	