



REQUEST FOR PROPOSAL

for

Purchase of Apple Devices

**SCHOOL DISTRICT OF MILTON
448 East High Street
MILTON, WI 53563**

11/11/2020

Deadline to Submit Proposal: 11/18/2020



Issuing Agency: School District of Milton
Contact: Ryan Curless, Director of Technology & Innovation
Email: curlessr@milton.k12.wi.us
Phone: 608-868-9570

Narrative Summary

The School District of Milton is accepting proposals for the purchase of its current fleet of Apple MacBooks, iMacs, and iPads in conjunction with a refresh with new equipment. The intent of this proposal process is to find a qualified vendor who will partner with the School District of Milton and will:

1. Coordinate and project manage current device collection from, and distribution of new devices to, all of the School District of Milton's students and staff;
2. Receive and temporarily store all incoming new devices, cases, and peripherals prior to the collection of old devices and distribution of new devices;
3. Unbox, unwrap, apply asset labels to, apply cases to, inventory, and discard all new packaging from new devices while they are being temporarily stored;
4. Provide exemplary customer service;
5. Provide proof of data sanitation;
6. Provide an accurate and dependable price quote with a guaranteed minimum dollar amount for the entirety of the current fleet as listed below; and
7. Be flexible on payment options to include a willingness to:
 - a. Send payoff of the School District of Milton's current fleet directly to Apple, if the School District of Milton so desires
 - b. Set up a rolling buyback that is responsive to new device shipping times to maximize value, if the School District of Milton so desires



- c. Deliver 25% of the guaranteed buyback value up front, if the School District of Milton so desires

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 offering price is a significant factor, other criteria 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 vendors who respond to this proposal.

TIMELINE: The School District of Milton anticipates its fleet of devices to be available for pickup between December 7th 2020 and December 31st 2020

Submission Guidelines & Requirements

1. Only qualified individuals and/or vendors with previous experience on projects such as this should submit a Request for Proposal (RFP).
2. Vendors who intend to submit a proposal should notify the district contact identified on page one no later than November 18, 2020, at 2:00 p.m.
3. Emailed responses must be sent to curlessr@milton.k12.wi.us and must contain the words SDM APPLE REFRESH in the subject line.
4. Questions regarding proposals must be submitted by email to curlessr@milton.k12.wi.us and must contain the words SDM APPLE REFRESH QUESTION in the subject line of the email.
5. Vendors submitting to this proposal must provide proof of data sanitation.
6. **Deadline for proposal submission is: November 18, 2020 by 2:00pm**



RFP Required Documents

1. Cover letter including the intent to propose
2. Information on your organization, its officers, and where your headquarters is located
3. Proof of data sanitation
4. Evidence of previous experience on projects of this size and scope, including letters of reference
5. Evaluation grid - each proposal must have an accompanying pricing worksheet using the grid that can be found the last page of this document

Proposal Submission

Vendors are strongly encouraged to carefully respond to all aspects of this RFP, because this RFP is the foundation from which all proposals will be evaluated.

The School District of Milton reserves the right to accept or reject any proposal in part or full and award the project to the vendor 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.

Proposals received after the deadline will not be accepted.



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 proposals, please price out each item as if it were to be considered in grade “A” condition.

All devices were leased in fall of 2018 or later and are two years old or less. The School District of Milton fully understands that every device may not ultimately receive a top grade.

Evaluation Grid

Item	Minimum Quantity to be Sold	Price per Unit (Device in Top Condition)
iPad Air 2 (Wi-Fi) iPad 5,3, 64GB	30	
iPad 6th Gen (Wi-Fi) iPad 7,5, 32GB	2600	
MacBook Air (13-inch Early 2017) MacBookAir 7,2, Intel Core i5 1.80GHz, 8GB	1775	
iMac Intel (21.5-Inch, Late 2015) iMac16,1, Intel Core i5 1.6 GHz, 16GB	10	
iMac Intel (Retina 4k, 21.5-inch, Mid 2017) iMac18,2, Intel Core i7 3.6GHz, 32GB	23	

Minimum Guaranteed Bid Total:

\$ _____

Evaluation Grid

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