



BLUE SPRINGS R-IV SCHOOL DISTRICT

Request for Proposal (RFP) Technology Salvage Services

Questions: bmartin@bssd.net

Subject: Technology Salvage Services

An electronic copy of this RFP is available on the district website at www.bssd.net or by e-mailing Brandon Martin at the address above.

BID PACKET

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***IF THE FOLLOWING ITEMS ARE NOT RETURNED AT THE TIME OF THE BID OPENING, THE BIDDER WILL BE DECLARED NONRESPONSIVE.**

NOTICE CALLING FOR PROPOSALS

District: BLUE SPRINGS R-4 SCHOOL DISTRICT

RFP: Technology Salvage Services

Bid Deadline: **October 16, 2023 by 3:00 pm (CST)**

Mandatory Bid Meeting: **September 29, at 2:00 pm (CST)**

Blue Springs R-IV School District

1801 NW Vesper Street

Blue Springs, MO 64015

Place of Bid Receipt: Blue Springs R-IV School District

1801 NW Vesper Street

Blue Springs, MO 64015

Attn: RFP Technology Salvage Services

NOTICE IS HEREBY GIVEN that the Blue Springs R-4 School District of Jackson County, Missouri, acting by and through its Governing Board, hereinafter referred to as "DISTRICT," will receive up to, but not later than, the above-stated bid deadline, sealed proposals at the place identified above for the award of a contract for **RFP Technology Salvage Services**.

- Bid Documents are available at the Blue Springs R-4 School District Technology Department or on the district website: www.bssd.net
- The DISTRICT reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process
- No bidder may withdraw any bid for a period of thirty (30) calendar days after the date set for the opening of bids.
- **A representative from the bidding company must be present at the mandatory bid meeting or the bid will automatically be rejected.**

Any technical questions shall be directed to:

Dr. Brandon Martin

Director of Technology

bmartin@bssd.net

Subject: RFP Technology Salvage Services

INFORMATION FOR BIDDERS

WARNING: READ THIS DOCUMENT CAREFULLY. DO NOT ASSUME THAT IT IS THE SAME AS OTHER SIMILAR DOCUMENTS YOU MAY HAVE SEEN, EVEN IF FROM THE SAME DISTRICT.

1. Preparation of Bid Form. Bids shall be submitted on the prescribed Bid Form, completed in full. All bid items and statements shall be properly and legibly filled out. Numbers shall be stated both in words and in figures where so indicated, and where there is a conflict in the words and the figures, the words shall control over the numbers. The signatures of all persons shall be in longhand and in ink. Prices, wording, and notations must be in ink or typewritten.
2. Form and Delivery of Bids. The bid must conform and be responsive to all Project Documents and shall be made on the Bid Form provided, and the complete bid, together with any and all additional materials as required, shall be enclosed in a sealed envelope, addressed and hand delivered or mailed to **Blue Springs R-IV School District, 1801 NW Vesper Street, Blue Springs MO 64015, Attn: Technology Salvage Services** and must be received on or before the bid deadline. The envelope shall be plainly marked in the upper left-hand corner with the bidder's name. **It is the bidder's sole responsibility to ensure that its bid is received prior to the bid deadline.** Any bid received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened. At the time and place set forth for the opening of bids, the sealed bids will be opened and publicly read aloud.
3. Signature. Any signature required on Project Documents must be signed in the name of the bidder and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if bidder is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairman of the board, president, or vice president and one from among the secretary, chief financial officer, or treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that the bidder is a joint venture or partnership, there shall be submitted with the bid certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful bidder, who shall act in all matters relative to the Project for the joint venture or partnership. If bidder is an individual, his/her signature shall be placed on such documents.
4. Modifications. Changes in or additions to any of the bid documents, summary of the work bid upon, alternative proposals, or any other modifications which are not specifically called for by the DISTRICT may result in the DISTRICT'S rejection of the bid as being nonresponsive. No oral, telephonic, facsimile, or electronic modification of any of the bid documents will be considered.

5. Erasures, Inconsistent or Illegible Bids. The bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction is authenticated by affixing the initials of the person(s) signing the bid in the margin immediately adjacent to the correction. In the event of inconsistency between words and numbers in the bid, words shall control numbers. If DISTRICT determines that any bid is unintelligible, illegible, or ambiguous, the DISTRICT may reject such bid as being nonresponsive.
6. Examination of Site and Project Documents. At its own expense and prior to submitting its bid, each bidder shall examine all documents; familiarize itself with all applicable federal, state, and local laws, ordinances, rules, regulations, and codes; determine the character, quality, and quantities of the supplies to be provided; and correlate its observations, investigations, and determinations with all requirements of the bid. The DISTRICT shall not be liable for any loss sustained by the successful bidder resulting from any variance between the actual conditions and data given in the bid document. **Bidder agrees that the submission of a bid shall be incontrovertible evidence that the bidder has complied with all the requirements of this provision of the Information for Bidders.**
7. Withdrawal of Bids. Any bid may be withdrawn, either personally or by written request signed by the bidder, at any time prior to the scheduled closing time for receipt of bids. The bid security for a bid withdrawn prior to the scheduled closing time for receipt of bids, in accordance with this paragraph, shall be returned. No bidder may withdraw any bid for a period of thirty (30) calendar days after the date set for the opening of bids.
8. Q&A, District Contact, Submission of Proposal. QUESTIONS/EMAIL LIST – Questions regarding this RFP may be submitted by email no later than **September 27, 2023** to the following:

Brandon Martin, Director of Technology
Blue Springs R-IV School District
bmartin@bssd.net
Subject: RFP Technology Salvage Services

Responses to individual queries will be provided as soon as possible. A summary of all Q&A will be emailed to vendors that attended the mandatory meeting as possible after. Vendors who wish to receive the summary Q&A and any updates or addenda to this RFP should email bmartin@bssd.net to request placement on a distribution list.

If there are discrepancies of any kind in the Project Documents, the interpretation of the DISTRICT shall prevail. SUBMITTAL OF A BID WITHOUT A REQUEST FOR CLARIFICATIONS SHALL BE INCONTROVERTIBLE EVIDENCE THAT THE BIDDER HAS DETERMINED THAT THE BID DOCUMENTS ARE ACCEPTABLE AND SUFFICIENT FOR BIDDING AND COMPLETING THE WORK; THAT BIDDER IS CAPABLE OF READING, FOLLOWING AND COMPLETING THE WORK IN ACCORDANCE WITH THE BID DOCUMENTS.

9. Bidders Interested in More Than One Bid. No person, firm or corporation shall be allowed to make, or file, or be interested in more than one bid for the same work unless alternate bids are specifically called for by the DISTRICT. A person, firm, or corporation that has submitted a sub proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a proposal or quoting prices to other bidders or submitting a bid on the Project.

10. Mandatory Bid Meeting. A representative from the bidding company must be present at the mandatory bid meeting or the bid will automatically be rejected. Prospective bidders will meet on **September 29, 2023 at 2:00 pm (CST)**. We will walk through the RFP, discuss the types of items most frequently recycled, and answer questions.

Blue Springs R-IV School District
1801 NW Vesper St.
Blue Springs, MO 64014

11. Method of Award and Evaluation. Proposals will be deemed “Responsive” if they are received by **October 16, 2023, 3:00 PM** deadline and contain all the required information, and complete quotation sheets. Responsive proposals will be reviewed by a District panel and evaluated by the following criteria:

Vendor Qualifications/Experience/Certifications	40%
References	10%
Understanding of needs/Completeness of bid	10%
Fee Structure/Proposal Cost	40%

Selection of the Service Provider will be based upon the best total point score when evaluated against the above criteria. To be considered Responsive, all quotations must be complete and meet the requirements specified herein.

The district reserves the right to solicit additional information from qualified candidates and to add or delete location requirements within the scope of the RFP, in the final contract.

11. Guarantee/Warranty. Please provide company guarantee/warranty policy if agreement is not to our satisfaction.

12. Local Vendor Option. By policy, on bids less than \$25,000, the School District has a local vendor option. This means that if a local vendor is not the low bidder on an item but is within 5% of the low bid, they will be given the option to match the low bid and if they choose to do so will be awarded the bid. A local vendor is defined as one whose business is located within the bounds of the Blue Springs RIV School District.

13. Immigration Law – Per Missouri Immigration Law HB1549, all bids and contracts greater than \$5,000 will require companies doing business with government entities to attest to the fact

that all their employees and/or any subcontractor's employees are "lawfully present in the United States."

14. No Contact with Board of Education – Respondents may not contact any member of the Blue Springs R-IV School District Board of Education regarding this RFP unless specifically invited to an interview conducted by the Board.
15. Term of Contract - If at any time during the Contract period, the Contractor reduces said prices to any other state and/or local government customers for the same or similar products, then the prices specified herein shall be changed to reflect the reduced prices effective as of the date said prices were offered to those other customers.

The minimum length of the recycling agreement shall be for one (1) year, with an option exercisable by the District to renew at the same terms for up to four (4) additional years. The effective date of the service would begin July 1, 2024, and could be renewed for the period through June 30, 2029, based upon satisfactory annual review. The agreement may be terminated by either party at any time with 60-days prior notice.

16. Competency of Bidders - Consideration will be given not only to the financial standing but also to the general competency of the bidder for the performance of the Project. By submitting a bid, each bidder agrees that the DISTRICT, in determining the successful bidder and its eligibility for the award, may consider the bidder's experience and facilities, conduct and performance under other contracts, financial condition, reputation in the industry, and other factors which could affect the bidder's performance of the Project. To this end, each bid shall be supported by a statement of the bidder's experience on the form entitled "INFORMATION REQUIRED OF BIDDER."

The DISTRICT may also consider the qualifications and experience of the manufacturers who are to furnish the principal items of supplies proposed under the bid. Operating costs, maintenance considerations, performance data and guarantees of materials and equipment may also be considered by the DISTRICT. In this regard, the DISTRICT may conduct such investigations as the DISTRICT deems necessary to assist in the evaluation of any bid. The DISTRICT reserves the right to reject the bid of any bidder who does not pass any such evaluation to the satisfaction of the DISTRICT.

17. Licenses and Permits - Each bidder shall be required to have all valid licenses and permits at the time of the bid opening.
18. Hold Harmless and Indemnification - The successful bidder awarded the contract will be required to indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees as set forth in the Agreement.
19. Delivery/Installation - No separate or additional delivery charges will be assessed to the district after award. Bidder must indicate all costs associated with the purchase delivery listed on Bid Form.

BID FORM

Name of Bidder:

To: BLUE SPRINGS R4 School District, acting by and through its Governing Board, herein called the "DISTRICT."

1. The undersigned Bidder, having become familiarized with all the following documents including but not limited to the Notice Calling for Proposals, Information for Bidders, Bid Form, Information Required of Bidder, Project Overview, Exhibit A, Exhibit B, hereby proposes and agrees to be bound by all the terms and conditions of the Bid Documents and agrees to provide and furnish materials in connection with the following:

Item	Cost/Reimbursement
Collection and Removal	
Data Sanitization	
Recycling and Disposal	
On-Site Data Destruction	
Asset Audit and Reporting	
Nutanix End-Of-Life	
Dell Servers 4-8 years.	
Microsoft Surface Books and/or charger 4-6 years.	
Microsoft Surface Laptops and/or charger 4 years.	
Microsoft Surface Pros and/or charger 4 years.	
Dell Laptops and/or chargers 4 years.	
Cabling such as Cat 5 and various length of VGA, HDMI, Display, Display, Power Cables, and Audio Cables.	
Various Sizes of Flat Screen or Touch Screen TV's.	
Computer Charging Carts	
Extreme Switching End-Of-Life	
Monitors 19" or larger	
Flat screen TV's	
Personal Printers	
Unusable Keyboards and Mice	
Other	

4. It is understood that the DISTRICT reserves the right to reject any or all bids or to

waive any irregularities or informalities in any bids or in the bidding process. Bidder agrees that this bid shall remain open and not be withdrawn for the period specified in the Information for Bidders.

5. It is understood and agreed that if written notice of the award of a contract is mailed, emailed, or delivered to the bidder, the bidder will execute and deliver to the DISTRICT the Agreement and will also furnish and deliver to the DISTRICT certificates and endorsements of insurance, the Workers' Compensation Certificate, Drug-Free Work Place Certification within five (5) working days of the notice of award of the contract.

6. Communications conveying notice of award of the contract, requests for additional information or other correspondence should be addressed to the bidder at the address stated below.

7. The name(s) of all persons interested in the bid as principals are as follows:

8. The Information Required of Bidder form has been fully completed and is attached hereto.

Bid Verification

The undersigned hereby declares that all of the representations of this bid are made under penalty of perjury under the laws of the State of Missouri.

Individual Name:

Signed By:

Printed Name:

Date

Business Address:

Telephone

Partnership Name:

Signed By:

Printed Name:

Date:

Business Address:

Telephone:

Corporation Name:

Business Address:

Telephone:

Signed By:

President:

Print Name:

Secretary:

Date:

Date:

INFORMATION REQUIRED OF BIDDER

The Bidder shall furnish all the following information. Bidder shall carefully read and answer all questions to ensure completeness and accuracy. Failure to comply with this requirement may cause rejection of the bid. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the bidder and any of its owners, officers, directors, shareholders, principals, responsible managing officer (RMO) or responsible managing employee (RME). DISTRICT has discretion to request additional information depending on the Project.

Bidder Information Form	
1. Bidder Name:	
2. Bidder Address (Post office Box Number not sufficient):	
3. Telephone	4. Fax No.
5. Check One: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Individual Partnership Corporation </div>	
6. Names and titles of all your owners, officers, principals, responsible managing officers and responsible managing employees:	
Name:	Title:
Name:	Title:
Name:	Title:
I certify and declare under penalty of perjury under the laws of the State of Missouri that the foregoing responses to the Information Required of Bidder are true and correct.	
Signature:	
Print Name:	
Title:	
Date:	

Project Overview

The Blue Springs R-IV School District is looking for Technology Salvage Services to remove retired/unused/end-of-life technology equipment and securely dispose (or repurpose) those devices. The goal is for the district to remain cost neutral and secure. The district utilizes Extreme switches, Microsoft devices, Microsoft docks, Apple iPads, Nutanix, Dell servers, various cabling, flat screen TV's, monitors, personal printers, and other miscellaneous items. All buildings in the district will have items to be collected at minimum three times per year. Asset tags for salvaged items should be returned to the district in a timely manner. All hard drives should be properly wiped for security reasons and to protect sensitive data that may have been viewed, transmitted, or stored to/from a device.

All bids should include answers to the following questions:

1. Experience and Expertise:

- Describe your organization's experience in providing technology salvage services to educational institutions.
- Highlight any relevant projects completed in the past.
- List any awards by year your company has received.

2. Scope of Work:

- List the specific tasks and services you propose to provide as part of the salvage service.
- Include the estimated timeline for the project's completion.

3. Salvage Process:

- Provide a step-by-step breakdown of your salvage process, including collection, transportation, frequency, fees, costs, and recycling methods from district facilities.
- Outline any measures taken to ensure data security and proper disposal of hazardous materials.
- State how asset information will be verified to the district so salvaged items may be removed from the districts inventory.
- Any items that would not be recycled.
- Any items that would cost the district money to recycle.

4. Environmental & Security Compliance:

- Detail your company's commitment to environmental regulations and certifications related to technology recycling and salvage.
- List all your company's certifications and certifications of employees.
- Detail the process to ensure thorough data sanitization for protecting sensitive information.

	<ul style="list-style-type: none"> Any items your company cannot ensure thorough data sanitization for protecting sensitive information.
5. Cost and Pricing:	
	<ul style="list-style-type: none"> Provide a comprehensive pricing structure for the entire project, including any optional services. Clearly indicate any additional costs or potential expenses that may arise during the project. Payment or Reimbursement Terms Can a guarantee be made that recycling with your company will be cost neutral for the district?
6. References:	
	<ul style="list-style-type: none"> Include a list of three references with contact names, phone numbers, and e-mail addresses from other educational institutions or organizations you have previously worked with.
7. Sustainability Initiatives:	
	<ul style="list-style-type: none"> Describe any sustainability initiatives or community engagement efforts your organization supports.
8. Terms and Conditions:	
	<ul style="list-style-type: none"> Specify any terms and conditions relevant to the proposal, including warranties and liability provisions.

EXHIBIT A

Technology Salvage Services	
Agency Name:	IRS Employer Identification Number:
Bidder Address:	
Telephone:	Fax No.:
Email Address:	
Contact Name:	Title:
Agency Status:	
Check One: Private Non-Profit Public Agency Other (Specify)	
<u>Assurances and Certifications:</u> I, (We), the undersigned, as the duly-authorized representative(s) of the respondent agency, affirm that the information and statements contained in this proposal, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this proposal from the respondent agency to deliver telecommunication services.	
Signature:	Signature
Print Name:	Print Name
Date:	Date:

EXHIBIT B

Technology Salvage Services	
<i>Please attach responses to the questions below and label as "Exhibit B Responses"</i>	
<p>A. Organizational Structure – Qualifications – General Information</p> <p>Describe your organization. Include history, purpose, management structure, scope of products and services offered, years of operation, number of staff.</p> <ol style="list-style-type: none"> 1. Describe your organization's recent experience in providing the proposed equipment for other Districts. Provide a minimum of three (3) references from K-12 School Districts for whom you have recently provided similar services and equipment (type and size) over the last three (3) years. Include for each reference, the agency name, address, contact, phone number, type of project, type of equipment and services provided and contract amount. Include at least one reference from a District of comparable size within 150 miles travel distance. All references provided must be willing to entertain both telephone reference checks and site visits. 2. Any proposer found to be in Federal Communication Commission (FCC) "Red-Light Status" will be disqualified from participation in the process. 	
3.	<u>Provide the following information:</u> <ol style="list-style-type: none"> a. Service Provider Identification Number (SPIN): b. FCC Registration Number:
4.	The Service Provider selected must utilize authorized manufacturers' components and distribution channels in provisioning this project.
<p>B. Financial Considerations</p> <ol style="list-style-type: none"> 1. Provide evidence of financial stability by submitting financial reports acceptable to the District. 2. Provide the names and addresses of all clients who have made claims against you within the last three years alleging a breach of contract or negligence in the performance of services similar in nature to those being solicited through this RFP. Describe the nature and current status of the claims. Claims shall be disclosed regardless of whether they involved litigation, arbitration, or another formal dispute resolution process. The disclosures required under this provision also apply to any principals and key employees of the proposer and affiliates of the proposer who will be assigned to provide services to the Blue Springs R4 School District. 	
<p>3. Are you in "Red-Light Status"? YES: NO:</p>	