



October 15, 2019

Rankin County School District
Attn: Lance Fulcher
1220 Apple Park Place
Brandon, MS 39042

Re: Bid Number SE 20-02

Dear Lance,

Diamond Assets thanks you for the opportunity to submit our proposal to purchase the surplus Apple devices currently available within your school district. We believe that our experience in trade in programs of Apple devices combined with our aggressive pricing and no cost white glove logistics services will provide a tremendous benefit to your district.

Enclosed you will find the following in response to your bid requirements:

Exhibit A - Completed Bid Form
Exhibit B - Completed Addendum #1 Form

As per the bid requirements, I performed an on-site evaluation of these devices on Tuesday October 1, 2019. Please find included with our bid a 5% bid deposit via certified check. As per bid the bid requirements, remaining payment will be made upon pick up of devices prior to November 15, 2019.

Upon award of this bid, Diamond Assets anticipates notification in writing to confirm availability of devices for logistics planning and scheduling. Should you have any questions regarding our proposal or general processes please contact me directly at any time.

We appreciate your consideration of Diamond Assets and will await the acceptance of the current bid opportunity.

Sincerely,

Mark Rand
VP Business Development - South
Diamond Assets
(469) 713-4070
mark@diamond-assets.com



Exhibit A

Completed Bid Form

RANKIN COUNTY SCHOOL DISTRICT
BID INSTRUCTIONS
1220 APPLE PARK PLACE
BRANDON MISSISSIPPI 39042
TELEPHONE
(601) 825-5590

INVITATION: Sealed and electronic bids, subject to the conditions herein stated and attached hereto, will be received at this office until **2:00 p.m. TUESDAY, OCTOBER 15, 2019**, local time and then publicly opened, read aloud and taken under advisement for the sale of the items listed below:

DESCRIPTION
SURPLUS COMPUTER EQUIPMENT-APPLE LAPTOPS

The Rankin County Board of Education shall openly meet at the campus of Puckett Elementary located at 6382 Highway 18 West, Puckett, MS, on **WEDNESDAY, OCTOBER 23, 2019 at 8:30 a.m.**, at which time bids for the sale of the aforementioned items shall be awarded to the highest and best bidder, provided, however that the Rankin County Board of Education shall have the right to reject any and/or all bids submitted and to waive any informalities.

All bid information may be obtained via the following web address: <https://www.rcsd.ms/about-rcsd/public-bid-information> or www.centrauctionhouse.com. You may also obtain the documents in person at the Administrative Office Building of the Rankin County School District, located at 1220 Apple Park Place, Brandon Mississippi.

Electronic bids **should** be submitted through the website www.centrauctionhouse.com. Electronic bids are not required by the RCSD, but offered as another means to submit a bid.

Inquires regarding this bid can be submitted online at www.centrauctionhouse.com, or can be directed to: Amanda Harris, Director of Technology, Rankin County School District, Phone: (601) 825-8626 Email address: aharris@rcsd.ms

VENDOR BID INSTRUCTIONS

B-1 - DELIVERY OF BIDS:

1. The Rankin County Board of Education will receive electronic sealed, competitive bids in the office of the Director of Purchasing, Administrative Office Building of the Rankin County School District, 1220 Apple Park Place, Brandon, Mississippi, as per the date and time specified on page 1, at which time the bids will be publicly opened, read aloud and taken under advisement.
2. No employee of the Rankin County School District shall be entitled to submit a bid.
3. The Bid Proposal Form must be received on or before said date and time, neither the dating of the Bid Proposal Form nor placing it in the mail by this date will meet the requirements pertaining to this bid. Any bid received after the bid opening date shall be marked **"LATE BID"** and returned to the Bidder unopened.
4. The district will not be responsible for any delays in delivery. It is the sole responsibility of the Bidder that bid proposals reach the above destination by the bid opening date and time.
5. Bids or alterations by fax or telephone **WILL NOT** be accepted.
6. If the Rankin County School District Administrative Office Building is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the district shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the district shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the district offices as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the district prior to the new date and time of the bid opening.

B-2 - BID ADDENDUM:

1. Any interpretation of the documents will be made by written addendum only issued by the office of the Director of Purchasing and a copy of such addendum will be posted on the district website and to <https://www.bidnetdirect.com/mississippi/rankincountysd>. The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within forty-eight (48) working hours of the time established for the receipt of bids unless such addendum also amends the bid opening to a date not less than five (5) working days after the date of the addendum.

B-3 - PROPER EXECUTION

1. All bids must be submitted in accordance with Section 31-7-13 and Section 37-7-455 of Mississippi Code of 1972 as amended, and must be properly executed and signed by the Bidder or a responsible officer or employee of the Bidder.
2. All bids submitted by hand or mailed must be typed or written (legibly) in ink. Any alterations or changes that are made must be done in ink and initialized by the person who signs the Bid Proposal form.
3. Bids should be checked before submission for accuracy and correctness since the Rankin County Board of Education **WILL NOT** be responsible for any errors for which the Bidder is responsible.
4. The district reserves the right to reject bids from Bidders who submit poorly completed bids.
5. To prevent opening by unauthorized individuals for bids submitted by hand or mailed, it is required that the Bid Proposal form be delivered in an envelope clearly marked in the lower left-hand corner with the following information:

DATE: (date the bid is submitted)

DUE: (date the bid is due)

BID NUMBER: (on bid documents)

BIDDERS NAME:

B-4 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

By signing the BID PROPOSAL FORM the Bidder certifies, in connection with procurement, to the best of their knowledge and belief:

- A. That the prices in the BID PROPOSAL FORM have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Bidder.
- B. That unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Bid Opening Date and Time specified on the NOTICE TO BIDDERS, directly or indirectly with any other Bidder.
- C. That no attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

B-5 - BID WITHDRAWAL and MODIFICATION:

1. Bids submitted by hand or mailed may be modified or withdrawn by written notice from or in person by the Bidder, if received in the office of the Director of Purchasing, two (2) working days prior to the above stated bid opening date and time. For bids submitted electronically, bids may be modified or withdrawn up until the closing date and time.
2. No withdrawals will be accepted by telephone or fax.
3. For bids submitted by hand or mailed, if a Bidder withdraws their bid, all documents shall remain in the possession of the Rankin County Board of Education, marked as withdrawn, and included in the permanent file of that bid item.
4. No bids shall be withdrawn for a period of thirty (30) days following the bid opening date.

B-6 - BID OPENING:

1. All bid openings are open to the public. The Rankin County School District staff will read a summary of each bidder's bid and answer questions to the extent possible at the time. Any information provided in the bid which contains trade secrets or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
2. All disclosures of bid information to interested parties will be made in compliance with Rankin County School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

B-7 - RIGHT TO REJECT BIDS:

The Rankin County Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

B-8 - BID ACCEPTANCE:

1. If the Rankin County School District accepts a bid in response to this request, it will accept the bid of and award the bid to the highest and best responsive bidder.
2. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty (30) days following the acceptance of the bid by the Rankin County Board of Education.

B-9. - BID AWARD:

1. All equipment being offered for sale is used equipment, and as such will have wear and defects. Every effort has been taken to maintain these devices in a fully functional condition. However, there may be some units with bad or missing components. Bid award will be made to the highest bidder. All equipment is sold "As Is" and all sales are final. All item(s) sold by the Rankin County Board of Education are sold **"AS IS"** and the successful bidder agrees to make payment in full for said items by **CHECK OR MONEY ORDER** by **November 15, 2019**. All items must be removed from their stated location at the vendor's expense by **December 13, 2019**.
2. NO ITEMS WILL BE REMOVED UNTIL PAYMENT IS MADE IN FULL.
3. In the case of discrepancy in the computed proposal pricing, the unit price shall govern and the total price shall be revised accordingly.
4. Proposal prices shall remain valid for 60 days after the scheduled opening date.
5. **Security to Perform**--All bids shall be accompanied by a cashier's check, certified check, bid bond, or irrevocable letter of credit in the amount of Five Percent (5%) of the total amount of the bid, as security to ensure performance in the event such bid is accepted as the highest and best bid. In the event that such bid is not selected as the highest and best bid, the District shall return such security to the Bidder. If a bid is selected as the highest and best bid and the Bidder fails to perform, such security shall be retained as liquidated damages.
6. The District will return the security of each non-successful bidder within 5 days of awarding the bid. The security will be mailed to the address on the bid form and to the attention of the person named on the bid form. The District will also mail a copy of the bid tabulation form with the security.
7. If the successful bidder does not adhere to the above requirements, the Rankin County Board of Education reserves the right to reject their bid and award the bid to the next highest bidder.

BID SPECIFICATIONS

C-1 GENERAL SPECIFICATIONS:

The Rankin County Board of Education is making available the following surplus equipment for sale. All items are available for your inspection at the noted location. Please contact the Amanda Harris in the Information Technology Department to set up a mutually convenient time for you to inspect the items between September 18th and October 2nd 2019. ALL BIDDERS MUST COME ON SITE TO INSPECT THE LAPTOPS.

C-2 TECHNICAL SPECIFICATIONS:

13" MacBook Air

- Model: A1466
- RAM: 8 GB
- Storage: 8 GB, 128 GB Flash Storage
- Processor: 1.6 GHz Core i5
- Intel HD Graphics 6000

C-3 CARE AND USE:

- Laptops were used by students as their student computer and they did go home with them.
- The majority have had a hard shell case on them during use and were transported in a provided laptop carrying case.
- All computers will be set back to factory settings. RCSD will work with the winning bidder in the event any laptop was not reset.

C-3 SHIPPING REQUIREMENTS:

The winning bidder will be required to provide all labor, packaging and shipping materials, make all shipping arrangements, and pay all shipping costs. All equipment must be removed from school district property by December 13, 2019.

The winning bidder is responsible for the coordination of all arrangements needed to provide for an efficient pickup and loading of the computer equipment. There will be one (1) pickup site for the equipment.

ITD Office—127 A Pleasant Street Brandon, MS 39042

Any items not removed by December 3, 2019, will be moved to an alternate location and the vendor will be charged a storage fee of \$100 per item, per day. Fee must be paid before items will be released.

C-4 ITEM LISTING:

See Bid Proposal Form for complete listing

BID PROPOSAL FORM

D-1. BID ITEM: SURPLUS EQUIPMENT

D-1.1 I/We propose to purchase the items as listed in this BID PROPOSAL FORM according to the specifications contained in the BID SPECIFICATIONS section of this bid and at the indicated prices.

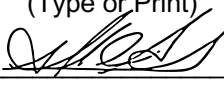
D-1.2 I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened and read aloud.

D-1.3 For bids submitted by hand or mail, I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.

D-1.4 I/We, the undersigned, do hereby understand and accept the conditions outlined in the BID INSTRUCTIONS and BID PROPOSAL FORMS of this official bid process in submitting our sealed competitive quotations for the item(s) outlined in this bid.

Qty.	Description	Unit Price	Total Price
Approx. 2875	13" MacBook Air computer <ul style="list-style-type: none"> o Model: A1466 o RAM: 8 GB o Storage: 8 GB--128 GB Flash Storage o Processor: 1.6 GHz Core i5 o Intel HD Graphics 6000 	<u>\$321</u>	<u>\$922,875</u>

Company Name: Diamond Assets
 (Type or Print)

Signature : 

Printed Name : Mark Rand

Address : 1850 Putman Parkway, Milton, WI 53563

Telephone : (469) 713-4070

Email : mark@diamond-assets.com

Date : 10/15/19

This bid is solely based on the district budget and funding to purchase new devices. If the district is unable to purchase new devices this bid will be voided and rejected. The district will consider bids from respondents that will offer a total for all units; with the potential of a higher payout based on the evaluation of each unit should there be a high percentage of units in good to excellent condition.



Exhibit B

Addendum #1 Bid Form

BID PROPOSAL FORM

ADD-1. BID ITEM: SURPLUS EQUIPMENT

D-1.1 I/We propose to purchase the items as listed in this BID PROPOSAL FORM according to the specifications contained in the BID ADDENDUM and at the indicated prices.

D-1.2 I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened and read aloud.


D-1.3 For bids submitted by hand or mail, I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.

D-1.4 I/We, the undersigned, do hereby understand and accept the conditions outlined in the BID INSTRUCTIONS and BID PROPOSAL FORMS of this official bid process in submitting our sealed competitive quotations for the item(s) outlined in this bid.

Qty.	Description	Total Price
Approx. 140	Non-working laptops	<u>\$4,900</u>

Company Name: Diamond Assets

(Type or Print)

Signature : 

Printed Name : Mark Rand

Address : 1850 Putman Parkway, Milton, WI 53563

Telephone : (469) 713-4070

Email : mark@diamond-assets.com

Date : 10/15/19

RANKIN COUNTY SCHOOL DISTRICT
1220 Apple Park Place
Brandon, Mississippi 39042
Telephone: (601) 825-5590
BID ADDENDUM

TO : All Bidders
FROM : Lance Fulcher, Director of Purchasing
DATE : October 7, 2019
RE : Addendum Number 1 for Bid SE 20-2 Surplus Equipment-Apple Laptops

Non-working apple laptops have been added to this bid, but will be awarded separately to the winning bidder. Bidders do not have to submit two bids to be awarded. Bidders may submit two bids or a single bid for either of the items. The highest bidder on each one will be awarded.

These laptops will be sold as one lot of items. The number of laptops in this lot is approximately 140 laptops. This number is not guaranteed to be correct.

These laptops are being sold as non-working laptops. These laptops are not guaranteed to work or to be in one piece. The main usage for these laptops would be for repair parts. NO POWER CORDS WILL BE SOLD WITH THIS LOT OF LAPTOPS.

The bidder will bid one price for the entire lot.

Please fill out the attached additional Bid Proposal Form for these additional laptops and also sign and date below to make this a part of your bid proposal. Both forms must be included to bid on these additional items.

All language in the original bid applies to this lot of items, except for the Security to Perform. A bid security is not needed to place a bid on these non-working laptops.

Please contact me at the above number if you have any questions concerning this change.

DATE 10/15/19

COMPANY Diamond Assets

SIGNATURE 