



**FINANCE DEPARTMENT**

GREGORY N. L'HEUREUX  
Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

**INVITATION TO BID**

**Bid #09-21 iPads for School**

Sealed bids for furnishing the South Portland School Department with iPad 6 as specified below and in the attached proposal will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine until **5:00 P.M., Monday, August 17, 2020** at which time they will be publicly opened and read aloud. Proposals received after above stated date and time will not be considered.

**Bid Responses must be emailed to both Andrew Wallace, Director of Technology at [atw@spsd.org](mailto:atw@spsd.org) and [cselberg@southportland.org](mailto:cselberg@southportland.org)**  
**Please use the subject line "South Portland Schools – iPads 2020" Bids must be received by 5pm Monday, August 17<sup>th</sup>, 2020 at 12pm EDT.**

**Delivery to be made upon receipt of purchase order and shall be F.O.B., Central Receiving, 130 Wescott Road, South Portland, Maine.**

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg  
Purchasing Agent

## SPECIFICATIONS

The South Portland School Department is seeking price quotes for the following iPads.

Quantity 125

iPad 6 new or certified refurbished, base model or better.

All iPads must have a one year warranty.

Pricing must include shipping.

Devices must be delivered by August 28, 2020 Please do not respond to this bid if you cannot guarantee product delivery by this date. Failure to deliver devices, for whatever reason, will result in a \$1000 per calendar day penalty that will be reduced from the invoiced amount. For example, if all devices are received on August 30th, the total invoice will be reduced by \$2,000.

If devices are not delivered by September 6th, the School Department and the winning vendor may agree upon a substitute model at no additional cost to the School Department. The late penalties will still apply.

The School Department also is entertaining additional pricing for Quantity 500 iPad 6 new or certified refurbished, base model or better. Please note this additional pricing is unlikely to be awarded, but is a backup in the event that a current agreement is not fulfilled. Respondents should feel no obligation to respond to this portion, and it will have no impact on the award of the other 125 iPads.

Bid Responses must be emailed to both Andrew Wallace, Director of Technology at [atw@spsd.org](mailto:atw@spsd.org) and [cselberg@southportland.org](mailto:cselberg@southportland.org) Please use the subject line "South Portland Schools – iPads 2020" Bids must be received by 5pm Monday, August 17<sup>th</sup>, 2020 at 12pm EDT.

Please include contact information for three references from school districts with whom you have done business in the past year.

Please include guaranteed delivery date.

Questions regarding this RFP should be directed to [atw@spsd.org](mailto:atw@spsd.org) and [cselberg@southportland.org](mailto:cselberg@southportland.org) with the subject line "iPads 2020 SPSP Bid Questions."

## **BID PROPOSAL**

The UNDERSIGNED hereby proposes to provide 125 iPad6 new or certified refurbished, base model or better, to the South Portland School Department and in accordance with the attached specifications at the following prices and delivery time:

Detail description of product being offered:

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Total Cost including shipping: \$ \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.