

## Invitation for Bid

AMENDMENT #1

**Solicitation Number: B2330**

**Description: Sale of Surplus Technology Items for Charleston County School District**

**Date: May 30, 2023**

**SUBMIT QUESTIONS BY: May 27, 2023 BY 11:00 AM**

**SUBMIT BID BY: June 7, 2023 BY 2:00 PM ET**

**PROCUREMENT OFFICIAL CONTACT:**

**Procurement Services**

**Attention: Debra Coen, NIGP-CPP, CPPO, CPPB**

**3999 Bridge View Drive**

**North Charleston, SC 29405**

**Phone: 843-566-1982**

**Fax: 843-566-1972**

**Email: [debra\\_coen@charleston.k12.sc.us](mailto:debra_coen@charleston.k12.sc.us)**

**Bids are to be submitted on the Bid Form provided; enclosed in a sealed envelope with the name and address of the bidder, and B2330: Sale of Surplus Technology Items for Charleston County School District clearly marked on the envelope.**

**ALL BIDS MUST BE SIGNED BY A COMPANY OFFICIAL DULY AUTHORIZED TO BIND AN AGREEMENT FOR THAT COMPANY**

|  |                             |
|--|-----------------------------|
| You must submit a signed copy of this form with your offer. By submitting, you agree to be bound by the terms of the Solicitation.   |                             |
| Print Name of Offeror (Full legal name of business submitting the offer)   | Date Signed                 |
| Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.) | Taxpayer Identification No. |
| Title (Business title of person signing above)   | Telephone Number            |
| Printed Name (of person signing above)   | Facsimile Number            |
| Company Address (Street, City, State & Zip Code)   |                             |
| Contact Person(if different than authorized signature)   | Email Address               |
| Telephone Number   | Facsimile Number            |

Cover Page

**AWARDS & AMENDMENTS:** Awards will be posted at the Physical Address stated above. The award will be posted on or before 6/21/23. The award, this solicitation, and any amendments will be posted at the following website: [http://www.ccsdschools.com/divisions/finance/contracts\\_and\\_procurement\\_office/supplies\\_and\\_services\\_solicitations](http://www.ccsdschools.com/divisions/finance/contracts_and_procurement_office/supplies_and_services_solicitations)  
**ACKNOWLEDGEMENT OF AMENDMENTS:** Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors.

| Amendment No. | Amendment No. | Amendment No. | Amendment No. | Amendment No. | Amendment No. | Amendment No. |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 1             | 2             | 3             | 4             | 5             | 6             | 7             |
| Initial       | Initial       | Initial       | Initial       | Initial       | Initial       | Initial       |

**OFFEROR’S TYPE OF ENTITY:**

Small Women Minority Business Enterprise or Entity (Please Check appropriate boxes)

- |   |  |
|---|--|
| <input type="checkbox"/> MBE – Native American Owned<br><input type="checkbox"/> MBE – African American Owned<br><input type="checkbox"/> MBE – Asian American Owned<br><input type="checkbox"/> MBE – Hispanic Owned<br><input type="checkbox"/> Women Owned Small Business Certified<br><input type="checkbox"/> Women Owned Small Business Non-Certified<br><input type="checkbox"/> Minority Owned Small Business Certified<br><input type="checkbox"/> Minority Owned Small Business Non-Certified<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Minority Owned Small Business Certified<br><input type="checkbox"/> Minority Owned Small Business Non-Certified<br><input type="checkbox"/> HUB Zone Small Business<br><input type="checkbox"/> Small Business Certified<br><input type="checkbox"/> Small Business Non-Certified<br><input type="checkbox"/> Corporation<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Sole Proprietor |
|---|--|

The District shall receive all bids by **no later than 2:00 P.M. on the date shown on the Cover Page.**  
 Important: **Clearly mark the outside of the envelope, box, or package with the following information.**

**Solicitation Number: B2330**  
**Sale of Surplus Technology Items for Charleston County School District**

Proposals should be sent via United States Postal Service/hand delivered or courier service to:

**Procurement Services**  
**Attn: Debra Coen**  
**3999 Bridge View Drive**  
**North Charleston, SC 29405**

The above numbered Request for Proposals is amended as set forth below.

**Reference and acknowledge this Addendum on the offer submitted.** Failure to acknowledge addendum may result in rejection of your offer.

If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

#### **AMENDMENTS TO SOLICITATION**

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:

<https://www.ccsdschools.com/Page/432>

(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

**Questions received are addressed below:**

1) At the top of page 17 in the document you have the following directive:

#### *INTRODUCTION - SPECIFICATIONS*

##### *Objective – Purpose of Procurement*

A. *The objective of this invitation to bid is to secure one vendor to purchase Charleston County School District's (CCSD) surplus technology equipment at a fair market value. A list will be provided for a "sample" bid.*

Does A) mean the district is looking to secure a vendor under a contract period to purchase all surplus technology equipment from your district and the list provide on page 18 is a sample list for a baseline pricing sample bid that the district can use to decide a vendor selection. Furthermore, would this list also represent a typical inventory you retire during the length of the contract period for that vendor.

Or does A) mean the district is looking for a vendor to purchase the list of surplus IT equipment on page 18 as a one time stand alone procurement purchasing opportunity under this RFP?

**Please see page 14:**

**TERM OF CONTRACT – EFFECTIVE DATE/INITIAL CONTRACT PERIOD: The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. It is Charleston County School District's intent to contract with the successful bidder by entering into an One (1) year agreement from the date of contract execution. An option to renew for four(4) additional one (1) year periods shall be provided if agreeable by both parties.**

**Please see page 18:**

**The quantities shown below are estimates. There could be very large quantities of any given item at any time. Other technology items will be negotiated on an "as needed" basis.**

2) In Section 2 on page 17 under the scope of work you state.

*Scope of Work*

*Provide all services to check inventory asset sheet, transport, and certify complete elimination of software and data on hard drives and equipment memory.*

In point #1 will those service be performed by the vendor at their processing center or will that occur onsite prior to removal?

**This can be done at the vendor's processing center.**

*Provide a detailed bid on the listed products in the form of: a. Certified Check as payment to CCSD*

In point #2 is this a payment to the district before equipment is removed?.or is the bid subject to audit confirmation by the vendor at the vendors processing facility? Also, Point #2 sounds like this is a one-time bid with an upfront payment.....or if this is a long term contractual RFP is this to occur as an upfront payment for each time the district engages the vendor over the length of the contract?

**30 - 60 days of pickup.**

3) Were any of these devices in cases during their time at the school? **No.**

4) When will the pickup deadline be?

**Within 60 days.**

5) How would the school like to receive payment from the winning bidder? Wire transfer, Money order, ect..

**Please see page 17 of the bid. Certified Check.**

6) When is the payment deadline?

**30 - 60 days of pickup**

7) Will a deposit need to be submitted with the bid? **No.**

8) Will there be an in-person inspection or virtual viewing of the devices? **No.**

9) Will a Certificate of Insurance and/or R2 Certificate need to be submitted with the bid?

**Not required with bid.**