



Technology Department

November 30, 2017

The North Penn School District requests quotes for the pickup and removal of obsolete computer equipment. The terms of the quote include:

1. Equipment is located at the 13 elementary schools, 3 middle schools, 1 high school, Administration building and Northbridge. Equipment pickup should be scheduled for each location.
2. Equipment will be available for inspection December 11th - December 14, 2017. Submit an ***Inspection Request Form*** (see website for form) by December 8th in order to set an appointment with Lisa Andrey, andreym@npenn.org. **Inspections are by appointment only.**
3. Equipment should be picked up on or before January 25, 2018.
4. Equipment pickup must be scheduled Monday through Thursday, between the hours of 8:00AM and 4:00PM.
5. It is the vendor's responsibility to stage the equipment on pallets and shrink-wrap as needed.
6. Notification of equipment pickup includes 24 hours notice to Lisa Andrey either by phone at 215-853-1071 or email at andreym@npenn.org
7. An inventory list by building is attached to this document. The complete inventory must be picked up.
8. The vendor must provide destruction certificates and assurance of compliance with EPA regulations.
9. A list of building names and addresses is attached to this document for your reference.
10. The bid should be itemized to include: amount paid to the district per item or charged to the district per item, and the net total amount.
11. **Bids should be delivered via email to Kristen Landis at landiskc@npenn.org no later than December 20, 2017 by 3:00 pm.**



12. Questions about the inventory list should be directed via email to Peggy Hoffman at hoffmaml@npenn.org