

# ELMWOOD PARK PUBLIC SCHOOLS

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## OFFICE OF INFORMATION TECHNOLOGY

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## Sale of Surplus Technology Equipment Q&A

This document is prepared by the Elmwood Park Public Schools to address questions related to the sale of surplus technology equipment. All questions must be submitted in writing to Mark S. Jacobus, Business Administrator and Board Secretary by **December 19 at 9:00 A.M.** This document will be updated every Friday leading up to the bid opening, beginning on December 1, 2023. The final update to this document will occur on **December 19, 2023, at 4:00 P.M.**

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### Updates as of December 1, 2023

**Q1:** When is the last day we can bid?

**A:** All bids must be delivered to the Elmwood Park Public Schools Board of Education Office at 60 East 53rd Street in Elmwood Park, NJ 07407, no later than 11:00 A.M. on December 20, 2023. Additional details can be found in the bid document.

**Q2:** Can you also provide the equipment list in Excel form?

**A:** Yes, [linked here](#) is a Google sheet of the equipment list, which can be downloaded in Excel format.

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### Updates as of December 8, 2023

**Q3:** Will the equipment be packed/palletized, or is that the awarded vendor's responsibility?

**A:** Per the bid document: "The Bidder assumes the sole responsibility for logistical arrangements of transporting Technology and the costs associated with packaging Technology and any additional freight charges. The Bidder or a freight forwarder, retained by the Bidder, shall prepare the Technology for shipment, including packaging before pickup at the Board's discretion, and shall arrange for pickup of the Technology from the location designated by the Board."

**Q4:** Is the requirement that bidders must submit the 10% bid bond/guarantee AND a Consent of Surety? Or would just the 10% bid guarantee be acceptable?

**A:** Please review the addendum to the bid documentation dated December 8, 2023.

**Q5:** There are several documents listed on the checklist/bid preparation requirements that I do not see in the bid document or posted on the website:

**A:** Please review the addendum to the bid documentation dated December 8, 2023.

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**Updates as of December 15, 2023**

Q:

A:

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**Updates as of December 19, 2023 @ 4:00 P.M.**

Q:

A: