



AUSTIN
Independent School District

**Contract and
Procurement Services**

Disposal, Recycling and Asset Recovery Services of Surplus Technology Equipment 20RFP071

Instructions for submitting Bids electronically

Due to COVID-19 precautions and to prevent the spread of COVID-19, and in an effort to provide ongoing support and services for Austin ISD, the District has decided to accept proposals for 20RFP071, Disposal, Recycling and Asset Recovery Services of Surplus Technology Equipment via email to lorena.mcbee@austinisd.org no later than **May 26, 2020** at 2:00 PM CST.

To assist ensure a fair and transparent process, vendors **must** place the following information in the subject line of the email containing your submission:

- **Vendor Name - 20RFP071 Disposal, Recycling and Asset Recovery Services - Vendor Submission Attached**

Proposals submitted via email should not exceed 20MB. If you believe your attachment is more than 20MB, please zip the file or separate it into two (2) separate attachments.

If you have already submitted your hard proposal via mail or hand delivery, please also submit your proposal via email before the due date and time so that we can facilitate review of proposals while we work remotely. Again, proposals should be clearly marked with the Solicitation Number and Title in the subject line of any and all submission email(s).

To ensure a fair and transparent process and the integrity of submissions, all Proposals submitted via email will not be opened until **AFTER due date and time**.

Questions & Answers

1. How many locations would we be picking up product from? We see you have 129 schools but would product be centralized or decentralized for pick-up

A: Most pickups will be centralized to our Warehouse. However, on occasion we will coordinate a pickup from a campus. Vendors must be flexible to pick up products from all AISD locations.

2. Do you have a list of assets that you expect to retire / trade in in 2020 and beyond?

A: NO

3. What devices do you have in your district? Apple, Chrome, Windows % of each ?

A: We have thousands of each. About 60K Chromebooks and lots of Windows/Mac/iPad.

4. Do you have cell phones to trade in?

A: NO

5. What products beyond client devices would you be looking to trade in / Dispose of / recycle?

A: N/A

6. Will you be including classroom technology (smart boards, projectors, tv's, etc.).

A: YES

7. How many pallets are held until the district will request a pick up?

A: We typically collect 26 pallets or full truckload equivalent before we call.

8. Can the district provide an idea of what to expect during the life of the contract? (Ex: what make and models are likely to be refreshed).

A: Chromebooks, laptops, desktops, Dell, Lenovo, Apple.

9. Do you currently pre-palletize materials prior to pick-up? Would the vendor be responsible for on-site packaging?

A: Austin ISD would palletize or loose load if the devices are on wheels (large printer/multi purpose machines)



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10. If a significant cost savings can be proven, would you be open to considering pre-palletizing equipment prior to vendor pick-up?

A: Items will be load-ready.

11. Will you require the vendor to provide freight?

A: Yes

12. How many assets will be removed from each location for Asset Disposition? (Quantity or Weight)

A: Data is not available at this time.

13. Do you have an overall annual quantity of non laptop/desktop IT assets to be disposed? If so, can this be provided by asset type (i.e. copiers, printers, monitors, servers, networking equipment, misc. perf. equip)?

A: Printer/non CPU material would approximately represent 20% of collected electronics

14. What is the historical frequency of pick-ups from each location for Asset Disposition?

A: Approximately 18-26 truckloads a year

15. Can you provide the exact number of pick-ups per location from the previous year?

A: Most pick ups occurred at the central warehouse. Two were off-site.

16. Do you require serialized asset tracking of all devices? If not all, data bearing devices only? Data devices will require certificates of hard drives and the data being destroyed.

A: Refer to section 6.B. The capability could be useful if needed.

17. What is the average age of laptops, desktops, servers and mobile devices to be disposed of?

A: Approximately between 5-8 years

18. On average, how many assets are refreshed annually? If data is available to represent this by asset type, this would be preferred.

A: Data is not available at this time.

19. What are the common make/model laptops, desktops, servers and mobile devices currently operating within your IT infrastructure?



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A: Varied but mostly Dell, Lenovo, Apple.

20. If common make/model of laptops, desktops, servers and mobile devices are available, could you provide common configurations (Memory Size (GB), Process Speed (Ghz), Hard Drive Size (GB))?

A: The devices range all across the spectrum.

21. Could we be provided with a current asset inventory list for your entire IT ecosystem?

A: NO

22. What specific IT devices are leased vs. owned?

A: All owned by AISD.

23. Would you consider centralizing IT assets within one location, if the vendor were to provide a business case which proves significant ROI to your organization?

A: Surplus electronics are typically brought to the warehouse.

24. Will any preference be placed on locally based vendors and/or minority owned businesses?

A: NO

25. Would you consider ancillary ITAD services such as off-lease, on-site, redeployment/repair, and deployment of new devices?

A: Not for the IT devices.

26. Do you have a current vendor(s) providing these services? Can you disclose current pain points within your current process?

A: YES. NONE.

27. Could you list in order of importance, your main goals for your ITAD program (i.e. global provider, revenue return, data security, reporting, etc.)

A: Data security, revenue return, reporting

28. Is serialized tracking of assets at the vendor's facility compliant with your standards?

A: Refer to section 6.B. The capability could be useful if needed.



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29. Is the destruction of data bearing devices (hard drives, media, data tapes) at the vendor facility, acceptable to your standards?

A: YES

30. Do pickup location(s) have docks? Semi Access?

A: Refer to section 6.A. Lift gate will be required. Most pickups will occur at the warehouse. Multiple docks with pneumatic dock plates for semi access are available at the Warehouse.

31. Do you need invoices/orders tied to each pickup location?

A: Refer to section 6.C Inventory Control.

32. Do your units maintain company markings (asset tags, engraving, etc) If so, please specify.

A: Any equipment exceeding the value of \$500 at the time of purchase requires an asset tag. Apple Ipads have engraving with property and contact number for AISD.

33. Will units contain hard drives or SSD?

A: Yes, CPUs will contain hard drives.

34. Which IT assets (if any) do you not require the vendor to serialize track?

A: Refer to section 6.B. The capability could be useful if needed.

35. Do you have a list of deployed equipment (total quantities, models, configuration, some sample serial numbers)?

A: No.

36. Do you have any details you can offer regarding the intended period for those assets to be retired?

A: This information is unavailable at this time.

37. Do you have some samples of prior Net Recovery amounts (and assets sold) paid to the district on past contracts or bids? e.g. – Settlement Reports from your previous contractor.

A: This information is unavailable at this time.

38. Do you know the typical age of the equipment when it is retired? e.g. Refresh cycle.



A: Please see response to question 17.

39. Do you know what percentage of the equipment, when retired, is in good working condition when it is placed into EOL status?

A: Do not know