



RFP 2022-049 Addendum 1

Disposal of IT Surplus Equipment

Issue Date: 5/15/2022

Questions Deadline: 5/26/2022 03:00 PM (CT)

Response Deadline: 5/31/2022 03:00 PM (CT)

Contact Information

Contact: Dawn DeJean

Address: Purchasing
Plano Independent School District
6600 Alma Drive
Plano, TX 75023

Phone: (469) 752-0289

Email: dawn.dejean@pisd.edu

Event Information

Number: RFP 2022-049 Addendum 1
Title: Disposal of IT Surplus Equipment
Type: Request for Proposal
Issue Date: 5/15/2022
Question Deadline: 5/26/2022 03:00 PM (CT)
Response Deadline: 5/31/2022 03:00 PM (CT)
Notes: ANNUAL ESTIMATED EXPENSE: N/A

TERM: The term of this proposal shall be for one (1) year with five (5) successive one (1) year auto-renewals, based on the long-range needs of the District and mutual consent of both parties not to exceed six (6) years total. Plano ISD has the option to extend this RFP at the end of the performance period for up to 120 days if determined to be in the best interest of the district to ensure availability of products and/or services. Plano ISD will issue subsequent RFPs as needed.

SCOPE OF WORK: This is a Request for Proposal to identify qualified companies to purchase and properly dispose of Plano ISD Technology Surplus electronic and computer related equipment.

The district generates a large amount of surplus equipment throughout the year as the district replaces equipment. Types of surplus equipment include, but are not limited to desktop, laptop computers, scanners, printers, power supplies, televisions, switches, routers, servers, copiers, phones, projectors and other items.

The district's primary objective is to incorporate this process to maximize our surplus value and minimize the environmental impact on landfill sites as well as meet our records management security requirements and EPA. The district will sell surplus equipment to a company or companies who will properly recycling and/or refurbishing this equipment in a variety of ways that does not leave the district liable for disclosing sensitive and confidential information.

Once properly credentialed companies have been identified, they will be placed on a list of awarded vendors to be notified that Plano ISD has surplus IT items for sale under the conditions of this RFP. When the offers/quotes for the purchase of the surplus equipment are received, the district will determine which company provides the best overall value and then sell said equipment to the selected vendor(s).

Please note the district reserves the right to dispose of any/all of it's equipment by any means deemed in the best interest of the district. Payment must be made directly to Plano ISD with certified funds for all equipment for the entire quoted amount before any equipment can be picked up.

Billing Information

Address: Attn: Accounts Payable Dept.
2700 West 15th Street

Bid Attachments

PLANO ISD STANDARD TERMS AND CONDITIONS 1.22..pdf

Plano ISD Standard Terms and Conditions

[View Online](#)

W-9 Blank Form.pdf

[Download](#)

Sample-Certificate-of-Sanitization.docx

Example of Certification of Sanitization

[View Online](#)

Insurance_Requirements.doc

Insurance Requirements

[View Online](#)

Bid Attributes

1 Electronic Bid Submittal

Although we are legally required to accept paper bids, we strongly request that bidders submit electronically. Please feel free to call us if you require any assistance with this submittal. Electronic bidding eliminates errors, eliminates unnecessary work, and is more friendly to the environment. When filing this bid electronically, please do not send us a paper copy, as the electronic version will prevail.

Furthermore, no faxed bids will be received. Your cooperation is appreciated.

Please be advised, no late bids will be accepted.

Please confirm that you have read and understand this instruction.

-THIS IS YOUR ELECTRONIC SIGNATURE.

☐ I confirm

(Required: Check only one)

2 Bid Acceptance

Have you read and understood the Standard Terms & Conditions and Specifications contained herein, and do you further agree to abide and accept said Terms & Conditions and Specifications?

-THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes ☐ No

(Required: Check only one)

3 Communication Statement.

Contact between vendors and Plano ISD personnel during the RFP process or evaluation process is prohibited. All communications shall go through the Purchasing Department during the competitive process. All questions received and the corresponding answers will be distributed to all proposers. Verbal responses will not be provided. You may submit a question electronically by clicking on the "Questions" tab or you may email your questions to dawn.dejean@pisd.edu.

Bidders are reminded that verbal responses are not binding; only questions answered by e-mail or in Ionwave will be binding and will be made part of the bidding documents. Any questions pertaining to this bid must be received by Plano ISD in writing no later than three (3) calendar days prior to the bid opening date indicated on page one of this bid. ABSOLUTELY NO VERBAL RESPONSES WILL BE PROVIDED.

4 SAMPLE SURLUS LISTED

In the line item section of this RFP are samples of surplus. Please submit pricing Plano ISD would receive for the items listed in order for Plano ISD to award vendors.

5 Evaluation Criteria

It is not the policy of Plano ISD to award bids on the basis of low price alone. To determine the award of this bid, Plano ISD may consider the following, as provided in the Texas Education Code 44.031(b).

1. Price/discount (25 points);
2. Consideration of location of vendor's principal place of business (20 points);
3. Reputation of the vendor (10 points);
4. Qualities of the vendor's goods & services (0 points);
5. The extent to which the goods & services meet the District's needs (15 points);
6. The vendor's past relationship with the District (0 points);
7. The long-term cost to the district to acquire the vendor's goods or services (0 points);
8. The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses (0 points); and
9. Any other relevant factor specifically listed in the request for bids or proposals:
 - A. Compliance to Minimum Requirements (30 points).

6 Award

This bid will be awarded in the best interests of the District. Please note the district anticipates awarding to multiple qualified vendors to provide the district with multiple quotes and best value for technology equipment declared surplus salvage. The District reserves the right to accept or reject any and all bids and to waive technicalities and informalities, and to be the sole judge of quality and equality. Awards will be based on what, in our opinion, is most advantageous to Plano ISD.

Will your company accept multiple and/or a split contract award? -THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes ☐ No

(Required: Check only one)

7 Supplemental Proposals

Plano ISD reserves the right at anytime during the term of this bid to obtain supplemental bids. This decision will be based on the needs of the District and will be the sole discretion of the District.

8 Felony Conviction Notice

Texas Education Code, Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

Is your firm owned or operated by anyone who has been convicted of a felony? This Notice is Not Required of a Publicly-Held Corporation.

- THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes ☐ No ☐ Does not apply

(Required: Check only one)

9 Felony Conviction Details

If your firm is owned or operated by anyone who has been convicted of a felony, please list their name and the details of the conviction. If not applicable, please enter N/A (not applicable).

1
0**No Lobbying**

Bidders are not permitted to contact any Plano ISD Board of Trustees member, officer or employee, other than the Purchasing Department during the bid process. No gratuities of any kind will be accepted, including meals, gifts or trips. Violation of these conditions will subject any bidder to immediate disqualification.

1
1**Non-Collusion Statement**

Do you affirm that you are duly authorized to execute this contract, that this company, corporation or firm has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid?

-THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes ☐ No

(Required: Check only one)

1
2**Company Name, Address, Phone Number, Location, Website, and Years in Service**

(Required: Maximum 1000 characters allowed)

1
3**Insurance Requirements**

Have you read and understood the "Insurance Requirements" contained in the Bid Attachment section above, and do you further agree to provide, if awarded, said Certificate of Insurance naming Plano ISD as additional insured in the amounts set forth therein?

-THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes ☐ No

(Required: Check only one)

1
4**List Three References with E-mail Addresses**

Please list three references, preferably school districts, with which you have done business in the last three years. You must include company name, e-mail address and contact person.

(Required: Maximum 4000 characters allowed)

1
5**EQUIPMENT INSPECTION**

This equipment can be inspected/viewed by your company's designated personnel at our district warehouse located at 2450 Jupiter Road, Plano TX, 75074. Viewing hours are between 12:00 - 3:00 PM, Tuesdays and Thursdays only.

To schedule an appointment to inspect palletized IT surplus equipment or if you have questions or concerns with the information or photos, please contact Mr. David Shelton, Warehouse Supervisor at (214)850-4773 or email - david.shelton@pisd.edu.

Identification will be required of any person on school property per the Texas Education Code 37.105. A Plano ISD staff member must escort all visitors, while on school property, in order to protect the security of our students and staff as well as the learning environment at all school facilities.

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"As is" Final Sale

The district makes no guarantee as to the condition of the surplus equipment or the quality that will be available for sale as surplus. Please note (ALL) equipment shall be sold and picked up "as is" and final.

Have you read this attribute and understand this attribute? - THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes, all sales are "As is" and Final ☐ No, will not purchase

(Required: Check only one)

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7

Equipment Pick UP

The district will provide a loading dock, palletize and shrink wrap all equipment to be picked up after certified or ACH funds have been received by the awarded vendor(s).

The loading dock location and address and contact name/number shall be communicated to the awarded vendor as each batch of equipment is awarded. The awarded vendor personnel must be easily identified upon arrival to our facilities either by I.D. Badge and/or uniform.

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8

PAYMENT REQUIREMENT

Certified funds in the full amount of your awarded bid offer shall be made payable to the Plano Independent School District (Plano ISD) and delivered to the Plano ISD Purchasing Department located at 6600 Alma Drive, Plano TX 75023, 469-752-0289.

If sending Electronic Funds Transfer (EFT) of certified funds, please notify Plano ISD Purchasing Department.

DISTRICT NEEDS ADVANCED NOTICE OF FUNDS TRANSFER.

A written receipt of payment will be provided with either payment method. Certified funds shall be delivered to the District no later than 7 days after the end of the auction.

Prior notification must be given for EFT's, before 12:00 PM Noon.

Will your firm comply? - THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes ☐ No

(Required: Check only one)

1
9

DISPOSAL REQUIREMENT

The awarded vendor shall provide the district with a complete (Certificate of Disposal). Absolutely no exceptions will be made to this requirement concerning the disposal of the district surplus equipment. The certificate shall include but is not limited to a summary of the disposal method, date of disposal, serial number and disposed of in compliance with all applicable local, State and Federal laws, regulation as well as in compliance with all Environmental Protection Agency (EPA) specifications.

Will your firm comply with this requirement? - THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes ☐ No

(Required: Check only one)

2
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TRANSPORT OF EQUIPMENT REQUIREMENT

The awarded vendor shall transport, (all) district equipment in a safe manner and in full accordance/compliance with industry and environmental standards as well as within full compliance with (all) applicable local, State Federal legislation/regulations in order to minimize negative impact on the environment.

Will your firm comply with this requirement? -THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes ☐ No

(Required: Check only one)

2
1 **CERTIFICATE OF DATA DESTRUCTION REQUIREMENT**

The awarded vendor shall perform a (Disk Drive Wipe), erase all data on all hard drives, on (all) computer equipment to the latest Department of Defense (DoD 5220.22-M) specifications and provide the district with a (Certificate of Destruction) which verifies the same.

All Plano ISD internal hard drives and proprietary software and login screens must be erased from ALL computers, whether they are Apple or IBM-type computing systems or any technology that has a memory at minimum using DoD 5220.22-M standards

Submit to the Plano ISD Purchasing Department to the attention of **Dawn DeJean** at **dawn.dejean@pisd.edu** no later than one hundred twenty (120) days after the pickup of each awarded lot of equipment.

Businesses in Texas are required to maintain and update reasonable procedures to protect sensitive personal information from unlawful use or disclosure (Tex. Bus. & Com. Code § 521.052(a)). The same law requires secure shredding or other destruction of records containing sensitive personal information 'to make the information unreadable or indecipherable through any means' (Tex. Bus. & Com. Code § 521.052(b)).

Absolutely NO EXCEPTION will be made concerning this requirement. If your firm does not comply with this requirement, your firm will be removed from awarded status and will not be allowed to participate in future processes on this bid-contract.

Will your firm comply with this requirement? - THIS IS YOUR ELECTRONIC SIGNATURE

☐ Yes ☐ No

(Required: Check only one)

2
2 **EPA COMPLIANT REQUIREMENT**

The awarded vendor shall initiate EPA recycle drives that cannot be wiped, record and remove all asset tags from each machine. This information shall also be verified and included on the (Certificate of Disposal) mentioned herein.

Will your firm comply with this requirement? - THIS IS YOUR ELECTRONIC SIGNATURE

☐ Yes ☐ No

(Required: Check only one)

2
3 **DOCUMENTATION REQUIREMENT**

The awarded vendor shall provide the district with each of the following documentation(s): 1. Documentation of Transfer of ownership of (all) equipment. 2. Documentation of Chain of Custody of equipment until data destruction is complete as per specifications and final disposal of all hazardous materials per applicable law(s). 3. Certificate of Disposal/Destruction as used for Environmental Audits. (Please submit a copy as attachment). 4. Physical destruction of all computer/server hard drives or Erasure of all data from computer hard drives to a U.S. (DoD 5220.22-M) standard of security.

☐ Yes ☐ No

(Required: Check only one)

2
4 **SUB-CONTRACTOR REQUIREMENT**

If your firm elects to utilize a (Sub-Contractor) for labor and/or services in conjunction with this RFP-contract, a payment bond shall be issued protecting the district from any/all liability due to non-payment to the sub-contractor. Any proposed sub-contractors shall be subject to district approval prior to any work to be performed and must submit sufficient evidence of experience to perform the required work

Will your firm comply to this requirement? -THIS IS YOUR ELECTRONIC SIGNATURE.

☐ Yes ☐ No

(Required: Check only one)

25

COMPANY INFORMATION

Each vendor shall provide the district with a complete company profile describing the company structure, representatives who will be assigned to the district's salvage process, proposed method(s) of destruction, salvage and removal of data, and accountability revenue to the district.

Will you firm comply with this requirement? If yes, please provide as attachment to your electronic bid.

-THIS IS YOUR ELECTRONIC SIGNATURE

(Required: Maximum 4000 characters allowed)

26

COMPANY CERTIFICATION INFORMATION

Please advise which certifications your company has? Example - NIST Certified, R2 Certified and others.

(Required: Maximum 4000 characters allowed)

Bid Lines

1

Dell Chromebook

Serial Number: 703R5M2

Tag Number: 181856

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes:

☐ No bid
☐ Additional notes
 (Attach separate sheet)

2 Apple iPad 2nd Gen

Serial Number: F5XKQG9DDFW

Tag Number: 311230

Quantity: 1 UOM: EA

Price: \$

Total: \$

Supplier Notes: _____
_____☐ No bid☐ Additional notes
(Attach separate sheet)**3** Toshiba RA-30 Laptop

Serial Number: 9E123386H

Tag Number: 329618

Quantity: 1 UOM: EA

Price: \$

Total: \$

Supplier Notes: _____
_____☐ No bid☐ Additional notes
(Attach separate sheet)**4** Konica Minolta Laser Jet Printer

Serial number: A034012002065

Tag number: 219974

Quantity: 1 UOM: EA

Price: \$

Total: \$

Supplier Notes: _____
_____☐ No bid☐ Additional notes
(Attach separate sheet)

5 Dell OfficeJet Pro Printer

Serial Number: CN58JIV0HR

Tag Number: 1606450

Quantity: 1 UOM: EA Price: \$ Total: \$ Supplier Notes: _____
_____☐ No bid
☐ Additional notes
(Attach separate sheet)**6** Oki B432 Printer

Serial Number: AK54030167A0

Tag Number: 1606051

Quantity: 1 UOM: EA Price: \$ Total: \$ Supplier Notes: _____
_____☐ No bid
☐ Additional notes
(Attach separate sheet)**7** JVC Surveillance Recorder

Tag Number: 320085

Quantity: 1 UOM: EA Price: \$ Total: \$ Supplier Notes: _____
_____☐ No bid
☐ Additional notes
(Attach separate sheet)**8** Elmo

Tag Number: 225728

Quantity: 1 UOM: EA Price: \$ Total: \$ Supplier Notes: _____
_____☐ No bid
☐ Additional notes
(Attach separate sheet)

9 Projector Screen

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

10 Pallets of misc items such as Laptop Cases, Backpacks, DVD player, Cameras, Monitors, Headphones, Cables and Chargers

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature