



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

Date	Event
March 10, 2020 & March 17, 2020	Dates of public notice
March 24, 2020	Due date for questions by 5:00 pm
March 26, 2020	Questions and answers posted on our website
March 31, 2020	RFP opening / due date at 2:00 pm CST
May 18, 2020	AISD Board meeting for review/approval

Deliver Sealed Proposals to:

Austin ISD
Contract & Procurement Services
4000 S. IH-35, 4th Floor
Austin, TX 78704

Contact:

Lorena McBee
Procurement Specialist
Phone: 512-414-2127
Lorena.mcbee@austinisd.org

- Questions must be submitted via e-mail to the contact person listed above.
In the e-mail subject line, type: Questions 20RFP071 Surplus Equipment Disposal
- Q & A and addenda will be posted on our website: www.austinisd.org/cp/bids
- **Proposals are due no later than 2:00 pm on the date indicated.** Your proposal must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered. **If you are delivering your proposal in person you will need an ID to check in with Security and obtain a badge for access to the 4th floor. You will then deliver your sealed proposal to the reception area on the 4th floor.**
- **Please submit the following:**
 - Required**
 - One (1) hard copy marked “original” – include signed “required” forms
 - Requested**
 - One (1) digital copy on a flash drive – include signed “required” forms
 - Two (2) hard copy marked “copy”
- FAX, e-mail or other electronic proposals will not be accepted.
- Proposals must be plainly marked with:
 - Name and address of the respondent
 - RFP number and title above

Checklist and Submission Guidelines

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.
(This is not a required form, it is not necessary to return this checklist with your proposal.)

Understanding the Proposal

Completed

- Read entire RFP document, appendices and attachments
- Review AISD Policy and Instructions on our website: [Policy and Instructions](#)
- Attend pre-proposal conference (not required)
- Submit questions properly before deadline
- Review addenda, Q&A and other additional attachments
- Review Proposal Format section of RFP

Forms

Completed | Required

- | Bid Certification
- | Notification of Criminal History of Contractor
- | Debarment, Suspension and Ineligibility Certification
- | Conflict of Interest Questionnaire (CIQ) – electronic
- | Strategic Partner Profile
- | EDGAR Vendor Certification
- | Software Vendor Certification Form

Submitting the Proposal

Completed

- Prepare the proposal in the format specified and sign all required forms
- Submit required hard copy marked “original”
- Submit requested quantity of digital copies on flash drive
- Submit requested quantity of hard copies marked “copy”
- Package proposal in sealed envelope or carton properly labelled
- Deliver proposal to delivery address by RFP opening / due date and time

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I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “district”) is seeking proposals from firms qualified and experienced in providing disposal, recycling and asset recovery services of surplus technology equipment.

The District is the 5th largest school district in Texas. The District serves a community with a student enrollment of 80,900 students, throughout 129 schools. It serves the City of Austin, Texas, which had a population of approximately 964,254 in 2018. The District is requesting proposals from firms to provide services on disposal of electronic equipment and peripherals in a manner that meets all applicable federal, state, and local laws and regulations, as well as in a manner that is environmentally preferable.

Each Bidder, by submitting its proposal, agrees that the proposal is subject to the Austin ISD Policies and Provisions and agrees to comply with those conditions. Acceptance of a proposal will occur only when a contract is executed. Any contract will incorporate the Austin ISD Policies and Provisions and Standard Terms and Conditions and no commitment exists until a contract is executed by both parties.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses in District-wide procurements. According to AISD policies CH (LOCAL) and CV (LOCAL), the HUB Program guidelines are not applicable for this type procurement.

III. PROPOSAL FORMAT

A. Preface

The Contractor shall provide an executive summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The vendor’s proposal itself shall be organized in the following format and informational sequence:

Section I – Summary of Experience

This section shall contain the full name and address of the contractor submitting the proposal and a brief summary of the contractor’s experience and individual experience for personnel who will provide this product or service.

Section II - Scope of Service

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state

any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the contractor's fees to satisfy the requirements of this RFP. It is the contractor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

Section IV – References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Forms are required with **Original response & flash drive only**; they can be excluded from additional requested copies.

Contractor shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with the proposal:

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- EDGAR Vendor Certification
- Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at [Conflict of Interest Questionnaire - CIQ](#).

IV. INITIAL REVIEW OF PROPOSALS

Any contractor determined non-responsible or any proposal determined non-responsive will not be evaluated further. The contractor will be notified of a non-responsible or non-responsive determination.

Responsive

In order for a proposal to be responsive:

- ALL required forms listed above shall be signed and included with proposal;
- Proposal shall be received prior to the RFP opening date at the address listed on the cover page;

- Proposal shall respond to the entire scope of service and performance requirements as requested.

Responsible

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

V. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the highest revenue share. Award will be made to the firm submitting the best responsive proposal satisfying AISD’s requirements, revenue share and other factors considered.
- B. The district anticipates that the evaluation process may include multiple levels of evaluation, as for example, but not limited to:
Phase 1: Initial review of the proposal by the district’s evaluation team.
Phase 2: Interviews, presentations, and/or site visits of top proposals from Phase 1, followed by administrative review of finalist(s) and award recommendation.

PHASE 1

Points	Item	Detailed Description
40 Points	Revenue Share	Proposal offering the greatest revenue for the District will receive the most points.
20 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service and Electronics Management Plan.
20 Points	Contractor's Capabilities	The demonstrated ability of the contractor to provide services, firm’s business experience and number of projects with comparable volume, including reviewing/evaluating references
20 Points	Execution of Services	Quality of service, availability in schedule, ability to meet specifications and sustainability requirements and preferences. Including, commitment to reuse/resell/refurbish/recover/recycle in daily operations.

PHASE 2 (optional)

Points	Item	Detailed Description
30 Points	Interview / Presentation and/or site visits	The adequacy and completeness of the plan offered addressing the Scope of Service.
30 Points	Contractor's Capabilities	The demonstrated ability of the contractor to provide services, including references.
40 Points	Revenue Share	Start-up costs, fixed product costs, ongoing maintenance fees, etc.

- C. The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, contractors may be requested to revise any or all portions of their proposals and submit a best and final offer (BAFO) for consideration.

- D. If the district determines that additional evaluation steps are required to determine the best value between Contractors, the district reserves the right to consider any or all of the following additional criteria; the proposed price, contractor’s experience, references and record for responsibility, or any other relevant factor that the district deems necessary to determine best value.

VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

Term

The agreement(s) resulting from this solicitation will be in effect for a term of five (5) years from the date of award by the Board of Trustees, or such date established by the agreement. In addition, the District reserves the right to extend the contract for an additional time beyond the final expiration date if necessary to ensure no lapse in service.

This is a revenue sharing contract. The Contractor and the District shall share revenue generated from the disposition of the District's surplus technology equipment. We seek to obtain surplus value for end-of-life and surplus electronics, minimize the environmental impact on landfill sites, as well as meet compliance with all Federal, State, and applicable local laws and regulations for electronic equipment recycling.

The District is seeking proposals for the removal and transfer of electronic equipment and components recycling assets. The District seeks to identify a full-service firm qualified to purchase and properly dispose of all surplus electronic and computer equipment, including components. The District periodically replaces end-of-life IT assets, units no longer needed at the time, or resulting from deployment of new technology, and equipment that will be replaced on a regular basis. Types of equipment include, but are not limited to desktop and laptop computing devices with monitors, peripherals, and other electronic equipment. The awarded firm must be willing to accept and recycle or properly dispose of any and all types of electronic equipment from the District.

The District makes no guarantee as to the quality or condition of the e-waste. Recognizing that the potential exists for the resale of some equipment, the reclaiming of valuable materials for the electronic equipment and the overall selling of scrap materials for equipment, the District desire to offer for sale the equipment as directed herein. The result of this solicitation will be a revenue sharing contract.

Definitions of Terms and Acronyms used throughout the proposal

Electronic Waste (E-Waste) – Electronic equipment nearing the end of life (EOL), defined as a minimum, computer equipment, connectors/cords/wire, communication systems, circuit boards, fax machines, printers, mainframes, modems, cell phones, batteries, test equipment, audio/visual equipment, hard/floppy drives, CD-ROM drives, network/video/sound cards, tape drives, mother boards, power supplies, scrap copper, scrap computer plastic, scrap computer metal, copier equipment, electric typewriters, televisions, electronic calculators, compact discs (CDs), digital video disks/digital versatile disks (DVD), video home systems (VHS), video cassette records (VCR), vinyl records and liquid crystal display (LCD) monitors.

CRT – Cathode Ray Tubes, a vacuum tube that contains one or more electron guns and a phosphorescent screen is used to display images.

EPA – United States Environmental Protection Agency, protecting human health and the environment.

LCD – Liquid Crystal Display, visual display used in electronic devices in which a layer of a liquid crystal is found between two transparent electrodes.

OSHA – Occupational Safety and Health Administration

Firms Responsibilities

A. Asset Account Representative

- a. A management representative must be assigned to the District account. This point of contact will coordinate with District personnel for arranging pickups, providing reports, and submitting payment.
- b. Firm must be willing to accept and recycle or properly dispose of any and all types of electronic equipment from the District.
- c. Firm must obtain and provide all permits, licenses, R2 certifications, and registrations required by the State of Texas. Firm shall provide their certification number, date of issuance, and expiration date to the District at time of award, at each contract renewal and when the certification is renewed.
- d. Maintain an effective, compliant safety program, documented by training records, OSHA 300 Log and related forms and provide these upon request to the District.
- e. Document environmental safety and security audits of the facilities and provide to the District upon request.
- f. Firm must provide an outline of the process flow from start to finish. Within this outline we need the following to be included: pick up; tracking and reporting; inventory control; data management and auditing capabilities; electronics management plan; and pricing structure.
- g. Most pick-ups will occur at the AISD Warehouse, however firm must be able to pick up e-waste at all Austin ISD schools and office locations upon request. Firm shall have one to three business days to pick up the e-waste after receipt of the communication. All pick up locations will be within the Austin city limits. All transportation costs shall be included in the pricing structure.
- h. Trucks arriving at the pick-up location must have all equipment including a lift gate on the truck capable of lifting an entire pallet loaded with e-waste.
- i. Perform services in accordance with, and to the satisfaction of the District and comply with all applicable State and Federal environmental and safety laws and regulations including notification, license, permit, certification and registration requirements.
- j. Pack e-waste at each location as requested by District personnel. In such a case, Firm is to provide all packing materials if requested by the District including pallets, shrink wrap, boxes, bubble wrap, packing foam, etc. needed for the transporting of the e-waste to the Firm's facility.

B. Tracking and Reporting

- a. Firm must record the quantity and serial number, if applicable, of each type of e-waste picked up from each District facility.
- b. For those items listed as miscellaneous plastic, metal and wiring, a weight of the entire amount is sufficient due to the items being stored in large containers.
- c. Firm must provide documentation of chain of custody of all equipment.
- d. Firm must be equipped with scales and be a weigh master for weighing of miscellaneous metal, wiring and plastic.
- e. Firm must measure, record, count, and report weights in pounds and issued certified weights.

C. Inventory Control

- a. Firm shall maintain an effective security program to prevent theft of electronics and data. Information shall be provided to the District upon request.
- b. Firm shall conduct a detailed, and complete inventory of all equipment, components, and materials at the point they are received at their facility.
- c. Firm shall make serial numbers available, identifying each piece of equipment or component as evidence of disposition. When serial numbers are not available on the equipment, firm will use District assigned asset labels.
- d. Firm shall document the transfer of ownership of all electronic equipment, components, and materials received by date, and provide with each monthly invoice.
- e. Firm shall provide documentation of tax deductible donations of equipment (non-profit organizations) with each monthly invoice.

D. Data Management / Auditing Capabilities

- a. 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.
- b. Firm shall use tested and reliable software for disk wiping for complete erasure of all data. Erasure Certification for each unit by serial number shall be provided to the District with each invoice.
- c. Firm shall employ a quality assurance process to check effectiveness of data erasure on units to be reused/resold.
- d. Firm shall provide documentation of data erasure on hard drives by serial numbers to prevent retrieval of information. Documentation shall be provided with each monthly invoice.

E. Electronics Management Plan

- a. As part of its proposal, the Firm shall develop and submit a detailed Electronics Management Plan (Plan) for the handling of electronics, components, and process residuals. At a minimum the Plan must address the following items:
 - i. A description of the proposed management steps and information about the proposed transporters and facilities involved in handling electronics and components accepted and managed, and how process residuals that result from processing the electronics and components will be managed.
 - ii. A description of the Firm's ability to manage the electronic material and its process residuals. For each electronic, component or process residual, the Plan must

- include a description of the management steps for each material from the District's site to the point of reclamation, use, reuse, resell, recycling or disposal of the electronics, components and all process residuals. The Plan must clearly define the transportation, storage, processing, recycling, reuse, resell, end markets, treatment, and disposal methods proposed for each electronic and component and its process residuals. Selling prices for electronic equipment and recycled materials must be provided with each invoice.
- iii. The Firm must provide a safe and responsible process for storing, exporting, and disposing of electronic equipment and components. The Plan must:
 1. Comply with all applicable laws and regulation, including country-specific import and export regulations.
 2. A description of regulatory compliance and responsible recycling and disposal of hazardous and non-hazardous materials.
 3. Record retention log must document exports from the United States of electronic systems and components such as:
 - a. Shipping manifest identifying the recipient and showing the make, model, and condition for all declared reuse/resold items and
 - b. Any other information necessary to complete the export by export regulations.
 4. Firm must not export from the United States any non-working cathode-ray-tubes (CRT's) or hazardous equipment, components, or materials for recycling to any countries other than:
 - iv. A description of the Firm's ability to manage the District's electronics, components and process residuals in a manner that best protects or preserves the land, air, water, and other natural resources and the public health; and in a manner appropriate to the characteristics of the waste stream. For the materials managed on behalf of the District, the following management methods are listed in order of preference:
 1. Reuse/Resell
 2. Repair/Refurbishment/Remanufacturing
 3. Recovery of functional components
 4. Recycling of constituent materials
 5. Responsible disposal of hazardous and non-hazardous wastes
 - v. A description of how the Firm will ensure strict compliance with all applicable local, state, federal and international regulations for electronic waste management including, but not limited to, transportation, safety and environmental regulations.
 - vi. A list of all the facilities, transporters and sub-Contractors along with their roles in the management of electronics. For each facility, transporter, and sub-contractor, the Plan must list the name, address, a contact person's telephone number, facsimile number and email address, and the EPA ID number of the DOT transporter number as applicable.
 - vii. A description of how the Firm will calculate the net weight of the electronics and components picked up from AISD's sites.
 - viii. A descriptive summary of the Firm's due diligence assessment process of all transporter and facilities Firm would use in its management of electronics, component and process residuals.
 - ix. A description of any certified environmental management standards such as ISO14001 or ISO9001, if applicable.
 - x. A description of the Firm's employee health and safety program(s) and how the program meets or exceeds applicable federal state and local laws, ordinances, codes, regulations and guidelines for all employees.

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- xi. A description of the Firm’s data security capabilities that comply with all data privacy and security regulations. The Plan must:
 - 1. Include a description of measures taken during transport, storage and processing that ensures data security for the District.
 - 2. Include a description of how data storage media are checked, removed and physically destroyed.
 - 3. Include the name, description and specifications for disk-wiping software used to sanitize hard drives.
 - 4. Include a description of how data storage media is sanitized before refurbishment or reuse/resell.
 - 5. Include certification procedure to guarantee data storage media is sanitized.
- xii. The Plan must also address scheduling collection of electronic from all District facilities and equipment to be used.
- xiii. A description of how the Firm will mobilize a vehicle for the purpose of performing contracted services as follows:
 - 1. Describe the District measures for requesting transport services from the Firm and the expected response time for requested services.
 - 2. Define the specific packaging and pre-transportation requirements where appropriate in the Plan.
 - 3. Indicate equipment provided for events without a loading dock, including, but not limited to pallet jack, a fork lift and licensed forklift operator(s).
- xiv. A description of the Firm’s tracking system and the types of information available to the District.

F. Pricing Structure

- a. Firm must propose the net revenue by gross sales minus expenses. All of the following costs shall be included when determining the profit sharing basis:

Cost per Lb.
i. Administrative Cost
ii. Processing Costs
iii. Equipment & Tool Costs
iv. Labor Costs
v. Materials to Process Costs
vi. Transportation Costs

VII. APPENDICES AND ATTACHMENTS

- Appendices (Documents included within this proposal):
 - Appendix 1 – Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL

- Attachments (Separate documents available to download):

**Contacting Board
Members**

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract during the restricted contract period.

If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

**Restricted Contact
Period**

The restricted contact period shall begin upon the date of issuance of a solicitation and shall end upon execution of the awarded contract by all parties.

In an effort to demonstrate its commitment to ethical procurement and contracting standards, and to improve accountability and public confidence, all District purchases of goods and services through competitive methods as provided in CH(LEGAL) and CV(LEGAL) shall be subject to a restricted contact period. Except as provided in this policy communication between a vendor and vendor's representative, and a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process is prohibited.

*Prohibited
Communications*

A vendor and vendor's representative are prohibited from communications regarding the particular solicitation at issue that are intended or reasonably likely to:

1. Provide substantive information regarding the subject of the solicitation;
2. Advance the interests of the vendor;
3. Discredit the response of any other vendor;
4. Encourage the District to reject a response by a bidder;
5. Convey a complaint about the solicitation; or
6. Directly or indirectly ask, influence, or persuade a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process, to take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation at issue.

*Permissible
Communications*

A vendor and vendor's representative are permitted to communicate with the District regarding the following:

PURCHASING AND ACQUISITION
VENDOR RELATIONS

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1. Communication to the extent the communication relates solely to a nonsubstantive, procedural matter related to a response or solicitation;
2. Communication that relates solely to an existing contract between a respondent and the District, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;
3. Communication with the District's Office of Contract and Procurement Services;
4. Communication with the District's Historically Underutilized Business (HUB) Program Department to the extent the communication relates to obtaining a listing of HUB subcontractors and general questions regarding HUB program compliance requirements;
5. Communication between an attorney representing a vendor and an attorney representing the District;
6. Communication with the District in the course of attendance at vendor conference;
7. Communication with the District for the purpose of the District's evaluation of the bidder's proposal, negotiating the scope of work, or engaging in contract negotiations;
8. Communication with the District for the purpose of making a public presentation to the Board; and
9. Communication made during the course of a formal protest hearing related to the solicitation.

*Other Vendor
Participation and
Communication*

Regardless of the above time period, a vendor and a vendor's representative who participate in the drafting or development of technical specifications or evaluation criteria for any project are prohibited from competing in the solicitation for such project.

A vendor and vendor's representative shall send all communications, questions, and requests for clarification in writing and addressed to the District's authorized representative identified in the solicitation. The District shall post responses to vendor questions as an addendum to the solicitation.

Nothing in this policy shall prohibit the District's representative from initiating contact with a vendor, in writing, for the purpose of obtaining clarifying information regarding a solicitation response. The vendor's response shall be in writing and shall be provided to the District's authorized representative.

PURCHASING AND ACQUISITION
VENDOR RELATIONS

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(LOCAL)

- Complaints* Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).
- Violations* The following are violations subject to sanctions:
1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
 2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
 3. Make false reports regarding payments made to subcontractors or sub-consultants.
- Sanctions* Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:
1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
 2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
 3. In addition to other sanctions available to the District, the violation of any provision of these program rules may be included as an incident of breach in each contract.
- Request for Proposal and Bid Invitation* Each request for proposal and bid invitation shall include a copy of this policy.